



Minutes of Meeting held on Tuesday, 28 March 2023

A meeting of Cavan and Monaghan Education and Training Board took place on Tuesday, 28 March at 2pm, in Ballybay Community College, Ballybay, Co. Monaghan.

Cathaoirleach: Carmel Brady

Baill I Lathair: Madeleine Argue, April Anna Barker, Carmel Brady, Aidan Campbell, Colm Carthy, Sean Conlon, Rosena Donagh (online), Brendan Fay, Sean Fegan, Michelle Flynn, Clifford Kelly, Michéal Martin, Martin McBreen, Joe McGrath, PJ O'Hanlon, Sarah O'Reilly, Patricia Walsh.

Leithsceil: David Maxwell

Ar Freastail: Dr Fiona McGrath, Chief Executive
Berni Power, DOSD
Amanda Taylor, APO Finance
Geraldine McKenna, Communications Officer
Stephanie McGarry, Administrator

Seamus Enright, 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 OSD Matters: In Committee Business

“In Camera” business”

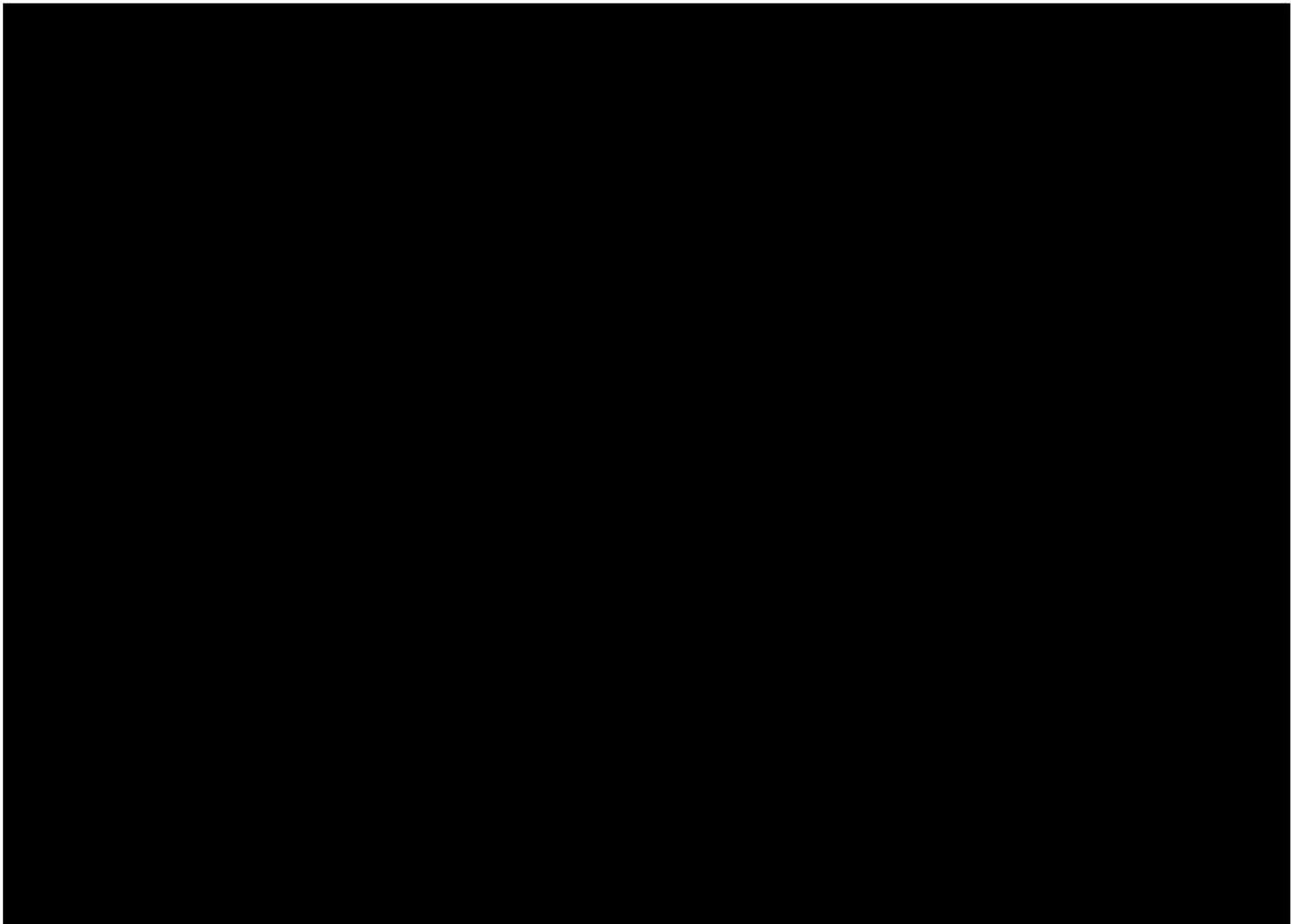
It was resolved: R. 01/03/2023

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

Proposed by Cllr M Argue

Seconded by Mr S Fegan

Passed Unanimously





It was resolved: R. 03/03/2023

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

Proposed by Cllr P Walsh

Seconded by Cllr S O'Reilly

Passed Unanimously

As “In Committee business” had concluded, the media joined the meeting.

1.4 Apologies / Absence Approval

It was resolved: R. 04/03/2023

“to approve the absence of David Maxwell”.

APPROVED

Condolences

- To Fiona Maloney (Director, National Tertiary Office) on the death of her mother-in-law Patricia Maloney.
- To Philomena Foy (Tanagh ODEC) and family on the death of her son Pauric Foy.
- To Gerry Hand (former Principal Castleblayney College) on the death of his mother Kitty Hand.
- To Fiona Nugent (Monaghan Admin Office) on the death of her brother Roy Hayden.
- To Sadie Ward McDermott (DFET LMETB) on the death of her mother Mary Celine Ward.



Thanks

- The Bishop of Clogher Revd Ian Ellis and the Clogher Diocesan Board of Education asked that their gratitude be passed on to CMETB for the work done in refurbishing the old Church of Ireland National School which is currently acting as temporary accommodation for Rockcorry NS. The Bishop, several members of their Board of Education and some local parishioners met with Sarah Gilsenan and Niall McCarra from CMETB Land and Buildings, the Principal of Rockcorry NS, and Donal Quigley to visit the school and they were delighted with the outcome.

Congratulations

- To the students from Inver College and Coláiste Dún an Rí for coming 1st and 2nd respectively in the regional final of the TY Young Cook of the Year competition held in Cavan Institute during the month.
- To Fiona Maloney on her appointment as Director of the National Tertiary Office.

1.5 Minutes of Meeting

It was resolved: R. 05/03/2023

"to adopt the minutes of the meeting of Cavan and Monaghan ETB held on 21 February 2023".

Proposed by Cllr C Kelly

Seconded by Mr M Martin

Passed Unanimously

Amendment to Minutes of 21 February 2023 – In Committee Business



Passed Unanimously

1.6 Matters Arising

School Meals

Regarding a query in relation to extending the Hot School Meals facility to St. Bricin's College at the last Board meeting, a Board member had stated the extension of the Hot School meals to Non DEIS schools was being considered in the Programme for Government. The CE confirmed preparations are underway to extend the Hot Meals facility to Non DEIS Primary Schools. However, the CE advised that St. Bricin's College has submitted a further application to the school meals programme for consideration.

Patronage

Clarity was sought on Patronage by a Board member at the last meeting. The CE provided the necessary clarification on the matter. Mr McGrath thanked the CE for the clarification and confirmed that is as stated in the Education Act 1998.

Adoption of Minutes

The matter of dealing with the Approval of Board of Management minutes was discussed. Following consultation within the sector, established standard practice is that these minutes have already been proposed and seconded therefore it is appropriate that they be noted at the ETB Board meeting. The CE confirmed that ETBI is developing a new BOM Handbook which may give more guidance on the matter. The Board agreed to wait until the Handbook has issued before making a decision in relation to the process of adopting BOM Minutes at Board Meetings.



Music Generation

DoS will address this query at the next Board meeting.

2 Correspondence and Matters Arising

2.1 Correspondence

2.1.1 Department of Education Circulars¹

| Circular Number | Details |
|--------------------|---|
| Circular 0007/2023 | Revision of Teacher Salaries under The Building Momentum Pay Agreement with effect from 01 March 2023 |
| Circular 0008/2023 | Revision of Salaries for Special Needs Assistants (SNAs) under Building Momentum Pay Agreement with effect from 01 March 2023 |
| Circular 0009/2023 | Revision of Salaries and Allowances of Certain Grades other than Teachers and SNAs employed by ETBs under The Building Momentum Pay Agreement with effect from 01 March 2023 |
| Circular 0012/2023 | 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, 2023/2024 |
| Circular 0013/2023 | Post-Graduate Diploma Programme of Continuing Professional Development For Special Education Teachers, 2023/2024 |
| Circular 0014/2023 | Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism) |
| Circular 0015/2023 | Amendments to Junior Cycle Irish T1 and T2 specifications and assessment arrangements for Classroom-Based Assessments 1 and 2 (For student cohorts 2022/25 and 2023/26) |
| Circular 0017/2023 | Launch of the Primary Curriculum Framework |

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>

Read



2.1.2 Department of Education Correspondence - General

| Date | Subject |
|------------|--|
| 28.02.2023 | Provision of CPD Programmes for teachers working in the area of Learning Support Special Education |
| 03.03.2023 | Letter of Assurance regarding SIC and audit arrangements for ESBS-ETB Payroll Shared Services (ESBS) |
| 13.03.2023 | Report for Factual Verification of Inver College Inspection |
| 22.03.2023 | Performance Delivery Agreement 2023 and Oversight Agreement 2023 - Signed |

Read

2.1.3 Department of Education Correspondence - Finance

| Date | Subject |
|------------|---|
| 01.03.2023 | Approval of additional funding to BHC for Disability access to the sports grounds under the EWS |
| 15.03.2023 | 2nd Instalment of the Schools Services Support Fund for the 2022/23 school year |
| 15.03.2023 | Notice regarding Covid-19 Capitation funding supports |
| 16.03.2023 | Breakdown of Covid-19 Capitation Grant for each school |
| 27.03.2023 | CMETB – Sign off on the 2023 Service Plan |

Read

2.1.4 Solas Correspondence - Finance

| Date | Subject |
|------------|--|
| 08.03.2023 | Approval for Change orders and additional funding for Cavan Institute Modular unit |



| | |
|------------|---|
| 13.3.2023 | 2023 Devolved Grant Compliance Requirements |
| 21.03.2023 | Reach Funding 2023 Guidelines |

Read

2.1.5 Correspondence Land and Buildings: Department of Further and Higher Education, Research, Innovation and Science (DFHERIS)

| Date | Subject |
|------------|--|
| 23.03.2023 | Approval for a 2-year lease extension on property at EU House, Castlemeadow Court, Tirkeenan, Monaghan from 01.01.2023 |
| 23.03.2023 | Approval for a 2-year lease extension on The Workhouse, Shercock Road, Carrickmacross, Co. Monaghan from 01.01.2023 |

Read

2.1.6 Correspondence from Others - Finance

| Date | From | Subject |
|------------|--------|--|
| 13.02.2023 | DCEDIY | 2023 Application and Guidance Notes for the Local Youth Club Grant Scheme |
| 15.02.2023 | DCEDIY | Youth Climate Justice Fund 2023: Application Form and Guide |
| 15.02.2023 | DCEDIY | Funding allocation of €31,000 for the integration of young person's fleeing the war in Ukraine |
| 20.02.2023 | DCEDIY | Approval of Youth Grant funding for 2023 of €161,345 |
| 08.03.2023 | DCEDIY | Capital funding allocation of up to €49,158 for youth services and youth club/groups for 2023 |

Read



2.1.7 Correspondence from ETBI

| Date | Subject |
|------------|---|
| 08.03.2023 | FET Learner Mental Health Framework Launch Review |

Read

2.1.8 Correspondence from Others – General

| Date | From | Subject |
|------------|------------------------------|--|
| 01.03.2023 | ESBS | Service Management Agreement between Department of Education ESBS Centre and CMETB |
| 07.03.2023 | Music Generation DAC | 2023 Annual Funding Agreement between Music Generation DAC and CMETB |
| 13.03.2023 | Castleblayney Drama Festival | Acknowledgement & thanks |
| 14.03.2023 | NALA | Notice of 2023 AGM |
| 14.03.2023 | Cavan County Council | Eligibility of Local Representative and CMETB Response |

Read

2.1.9 Correspondence Sent

| Date | To | Subject |
|------------|---------------------------------|---|
| 22.02.2023 | Elaine Carolan | Acknowledgement and thanks |
| 28.02.2023 | Tommy Ryan CEO Cavan Co Council | Request to nominate a local representative to the CMETB Board |

Read



Attendance Approval: AILG Conference

It was resolved: R. 06/03/2023

“to approve the attendance of Mr J McGrath at the AILG Annual Conference on 19 and 20 April 2023”

Proposed by Ms A Barker

Seconded by Cllr C Kelly

Passed Unanimously

A Board Member enquired if Reach Funding Guidelines had been circulated? The CE advised the information was available on SharePoint. A discussion ensued in relation to accessing SharePoint. Updating expired passwords and using local authority devices and/or inadequate devices such as mobile phones were causing difficulties for members when accessing documents for the Board Meetings. A Board member asked if documentation could be distributed by paper copy or soft copy by email as an alternative method. It was also stated that some ETBs are issued with an ETB Device for access to the Board SharePoint. The CE advised paper copies would be a backward step, in particular in relation to adhering to CMETBs Green Agenda in our Strategy Statement, however the CE noted the discussion and confirmed all concerns raised will be considered.

3. Board Self-Assessment Evaluation Questionnaire

The Chairperson reported that the responses of the Board Self-Assessment Evaluation Questionnaire (Code of Practice for the Governance of ETBs refers) will be reviewed, and a report will be prepared for discussion at the next meeting of the Board. Anyone yet to submit their questionnaire to the Chair should do so as soon as possible.



4 Finance

4.1 Statement on the System of Internal Control

The CE briefed the Board on the draft Statement on the System of Internal Control 2022, outlining the procedure involved in preparing the report. 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 the document.

It was resolved: R. 07/03/2023

Proposed by Cllr B Fay

Seconded by Cllr M McBreen

Passed Unanimously

4.2 Annual Financial Statements 2022

Ms Amanda Taylor, Finance Officer, briefed the meeting on the Annual Financial Statements for 2022. She reported that the closing balance for 2022 is a surplus of €2.85m. The Board thanked the CE, DOSD, Finance Officer and staff for their management of budget expenditure and reporting, and acknowledged the substantial funding received from the Department in 2022.

It was resolved: R. 08/03/2023

"to adopt the Annual Financial Statements 2022".

Proposed by Cllr S Conlon

Seconded by Cllr B Fay

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 2022 to CMETB which the Board considered.

It was resolved: R. 09/03/2023

Proposed by Cllr C Kelly

Seconded by Cllr C Carthy

Passed Unanimously

4.3.2 Finance Committee Minutes

It was resolved: R. 10/03/2023

“to adopt the minutes of the meeting of the Finance Committee held on 01 February 2023”.

Proposed by Cllr C Kelly

Seconded by Cllr M Argue

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. 11/03/2023

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

Proposed by Mr S Fegan

Seconded by Mr M McBreen

Passed Unanimously

5.1.2 Minutes 28.11.2022

It was resolved: R. 12/03/2023

"to adopt the minutes of the meeting of the Audit and Risk Committee held on 28 November 2022".

Proposed by Mr J McGrath

Seconded by Cllr B Fay

Passed Unanimously



6 OSD Matters

6.1 Land and Buildings Report.

DOSD gave an informative presentation on the progress in relation to Land and Building projects. (see **Appendix A**)

The DOSD confirmed a timeline on the progress of projects will be presented at the next meeting.

It was requested that more information regarding the Virginia College Building project is available to Board members prior to Board of Management meetings.

The Board acknowledged the contribution from board members in progressing modular units in St. Bricin's College and developments at St. Mogue's College in the last number of years.

Gaelscoil Eois was one of the building projects put on hold recently by the DE. DOSD confirmed the DE informed CMETB a decision regarding the project will be issued within the next couple of weeks.

A Board member acknowledged and thanked predecessors for progressing building projects and also teachers for the work they do on the ground that make our schools inviting for students and their parents.

6.1.1 Leases/Contracts

No business

6.2 Risk Management Report

The DOSD gave a presentation on the Risk Management Report.
(See **Appendix B**)



6.3 Summary of Executive Orders

No business

6.4 Use of Facilities

| CMETB Centre | Requester | Dates Required |
|--|-----------------------------------|---|
| Beech Hill College (sports hall) | Tyholland Community Games | Thursday 23 March and Wednesday 29 March 2023 from 6pm – 7pm |
| Cavan Institute (1* IT room) | Navan Education Support Centre | Monday - Friday 3rd - 7th July 2023 from 9.30am to 2pm |
| Breifne College (Sports Hall) | Drumalee GAA Club | Monday 27 February from 6pm - 7pm |
| Castleblayney College (Sports Hall, Toilets, Changing Room) | Carrick Crows Volleyball Club | 19 March & 2 April from 1pm - 4.30pm, 26 March from 10am - 2pm |
| Castleblayney College (Sports Hall) | Inniskeen Community Games | 8 March from 7.15pm - 8pm |
| Castleblayney College (Sports Hall) | Killanny Community Games | Wednesday 8 & 16 March from 8pm |
| Castleblayney College (Sports Hall) | Monaghan GAA | 18 March 2023 from 7.30 to 9.30 |
| Inver College (Back field) | Carrick Emmets Rounders | Tuesdays & Thursdays from 21 March - 29 Aug 2023 from 6.30 to 9pm |
| Inver College (Sports Hall) | Inniskeen Community Games | 8 March - 15 March from 5pm - 6pm |
| Inver College (outside grounds, toilets, sports hall, outside water tap) | Irish Camping & Caravan Club | 2 June from 4pm - 5 June 2023 at 2pm |
| Inver College (gym & changing rooms) | Killanny Community Games | 16 March 2023 |



| | | |
|-----------------------------|---------------------------------------|--|
| Inver College (Sports Hall) | Magheracloone Community Games | Tuesdays, Thursdays or Fridays from 7pm to 8pm or from 6pm to 7pm |
| Inver College | North East Musical & Dramatic Society | Sunday 26 March 2023 from 11am to 4pm |

It was resolved: R. 13/03/2023

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

Proposed by Mr M Martin

Seconded by Cllr M Argue

Passed Unanimously

6.5 Other Matters

6.5.1 Public Sector Climate Action Mandate

This mandate was due for adoption, however DOSD stated communication was received from ETBI today. They have requested we hold off on signing as ETBI have a new mandate which will be available to the Board for the May meeting.

7 Strategy Statement 2022 - 2026

7.1 Policies for noting:

| Item No. | Policy |
|----------|------------------------------|
| 7.1.1 | MOU Grievance Procedure 2023 |
| 7.1.2 | Grievance Procedure 2023 |
| 7.1.3 | Peer to Peer Procedure 2023 |

Noted



7.2 SLA/MOU/Consortium Agreement:

Agreements for noting:

| Item No. | Organisation | Project Title |
|----------|----------------------------------|--|
| 7.2.1 | Music Generation DAC | Music Generation DAC and CMETB: Music Generation Cavan/Monaghan Programme Agreement |
| 7.2.2 | Dept of Education ESBS Centre | Service Management Agreement between the Department of Education ESBS Centre and CMETB |

Noted

8 Committees and Reports

8.1 Further Education and Training

8.1.1 DFET Report

In the absence of the Director of Further Education and Training, the CE briefed the Board on the DFET report for February and March 2023. (see **Appendix C**)

8.1.2 CMETB FET Board Minutes

It was resolved to adopt the Minutes as follows:

| Resolution No. | | Date | Proposed / Seconded |
|----------------|----------------------------|------------|--------------------------------------|
| R. 14/03/2023 | CMETB FET Board Minutes | 08.12.2022 | P: Mr. J McGrath S: Cllr S Conlon |

Passed Unanimously



8.1.3 Boards of Management

8.1.3.1 Board of Management Minutes:

It was resolved to adopt the Minutes as follows:

| Resolution No. | Centre | Date | Proposed / Seconded |
|----------------|-------------|------------|---|
| R. 15/03/2023 | Tanagh ODEC | 16.05.2022 | Proposed By Cllr C Kelly Seconded By Cllr S O'Reilly |
| R. 16/03/2023 | Tanagh ODEC | 21.11.2022 | Proposed By Cllr S O'Reilly Seconded By Cllr B Fay |

Passed Unanimously

8.1.4 Youth Work Committee:

No business

8.1.5 FET Policies:

No business

8.1.6 Child Safeguarding:

No business

8.2 Schools

8.2.1 DoS Report



In the absence of the Director of Schools, the CE briefed the Board on the DoS report for February and March 2023. (see **Appendix D**)

8.2.2 Boards of Management

8.2.2.1 Boards 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. 17/03/2023 | Ballybay Community College | 01.06.2022 | Proposed By Mr M Martin Seconded By Mr M McBreen |
| R. 18/03/2023 | Ballybay Community College | 07.09.2022 | Proposed By Mr M Martin Seconded By Mr M McBreen |
| R. 19/03/2023 | Castleblayney College | 20.12.2022 | Proposed By Mr M McBreen Seconded By Mr J McGrath |
| R. 20/03/2023 | Coláiste Dún an Rí | 22.11.2022 | Proposed by Cllr C Kelly Seconded by Cllr S O'Reilly |
| R. 21/03/2023 | Coláiste Dún an Rí | 24.01.2023 | Proposed by Cllr C Kelly Seconded by Cllr S O'Reilly |
| R. 22/03/2023 | Virginia College | 19.01.2023 | Proposed by Cllr M Argue Seconded by Mr J McGrath |
| R. 23/03/2023 | Garage Theatre | 22.11.2022 | Proposed by Mr J McGrath Seconded by Cllr S Conlon |

Passed Unanimously

8.2.3 School Based Policies: No business



8.2.4 Child Safeguarding: No business

8.2.5 Anti-Bullying: No business

9 Attendance Approval: see above

10 Chief Executive Report

The CE, DOSD and the Chair Carmel Brady had a meeting with the Department in relation to the Performance Delivery Agreement and Oversight Agreements for 2022. It was a positive meeting. The topics discussed included enrolment, capital projects, ASD Classes, REALT, the Supply Chain Logistics and Procurement Centre of Excellence, ESOL, new contract management system, Governance including attendance at Board meetings and the property register. Corrad House was identified to the DE in 2022 as an unoccupied CMETB property under "Housing for All". Their advice was to dispose of the property if CMETB wished to do so. Photographs of Corrad House were shown to the Board. A discussion ensued. The CE noted, having visited the property with DOSD, the property is in a poor condition and the site will need to be cordoned off to restrict access for health and safety reasons. It was agreed to hold a future Board meeting in Loughan House to facilitate a visit to Corrad House on the same day.

CMETB Gender Pay Gap Report

The CE advised the Board that, CMETB has published its Gender Pay Gap Report and it is available on the CMETB website. This is the first such report to be issued by ETBs in line with the enactment of the Gender Pay Gap Information Act, 2021 which directs organisations with over 250 employees to report on their Gender Pay Gap.



Meetings/Events attended by the Chief Executive

| Date | Details |
|------------|--|
| 22.02.2023 | <ul style="list-style-type: none"> Early School Leaver and Networking Pathway Event, Hillgrove Hotel |
| 23.02.2023 | <ul style="list-style-type: none"> Meeting with Virginia Show Committee |
| 24.02.2023 | <ul style="list-style-type: none"> ETBI Company CLG, AGM 2023 |
| 28.02.2023 | <ul style="list-style-type: none"> ETBI Climate Action Strategy Engagement meeting |
| 01.03.2023 | <ul style="list-style-type: none"> CMETB Audit and Risk Committee Meeting |
| 02.03.2023 | <ul style="list-style-type: none"> ETB Day event in Croke Park |
| 03.03.2023 | <ul style="list-style-type: none"> Principals Meeting in the Garage Theatre ETB Day & 10th Anniversary Celebrations in MI and Admin Office Monaghan |
| 06.03.2023 | <ul style="list-style-type: none"> OAC IAU ETBs meeting in Mullingar |
| 09.03.2023 | <ul style="list-style-type: none"> Digital Breakfast event (eVolve) for local businesses, Glencarn Hotel |
| 10.03.2023 | <ul style="list-style-type: none"> DFHERIS Adult Education Tutors Pay Meeting |
| 13.03.2023 | <ul style="list-style-type: none"> FET Strategy and Operations Meeting |
| 14.03.2023 | <ul style="list-style-type: none"> Sustainable Living Talks: Stretching Energy Goals Bailieboro Community School BOM |
| 15.03.2023 | <ul style="list-style-type: none"> ETBI CE Forum Regional TY Young Chef of the year final in Cavan Institute Site visit to Corrad House, Dowra |
| 20.03.2023 | <ul style="list-style-type: none"> FORSA in house Committee meeting CMETB FET Board Meeting |
| 21.03.2023 | <ul style="list-style-type: none"> CMETB Finance Committee Meeting |
| 22.03.2023 | <ul style="list-style-type: none"> ETBI SMT visit to Google, Dublin |
| 23.03.2023 | <ul style="list-style-type: none"> SEAI Grants Briefing Teaching & Learning Symposium, Monaghan Institute |
| 24.03.2023 | <ul style="list-style-type: none"> Cavan Local Economic & Community Plan consultation Event, Kilmore Hotel |
| 27.03.2023 | <ul style="list-style-type: none"> Cavan Co Council Local Action Group Meeting followed by LCDC Meeting |
| 28.03.2023 | <ul style="list-style-type: none"> CMETB Board Meeting, Ballybay Community College |

Noted

A.O.B.

Cllr C Kelly made a request to the Board to hold a Special Board Meeting for the ratification of the Cavan County Council Local Representative Nominee to the CMETB Board following their meeting on 11 April 2023.



It was resolved: R. 24/03/2023

“to hold a **Special Board Meeting** on **Monday 17 April 2023** at 2pm in Cavan Institute.

Proposed by Cllr C Kelly

Seconded by Cllr P Walsh

Passed Unanimously

11 Date of Next Meeting: Tuesday 16 May 2023

The meeting concluded at 4pm

Signed

Chief Executive

Signed

Chairperson

Date

16.05.2023

Date

16.05.2023