



Minutes of Meeting held on Tuesday, 16 May 2023

A meeting of Cavan and Monaghan Education and Training Board took place on Tuesday, 16 May at 2pm, in Loughan House Open Centre, Blacklion, Co. Cavan.

Cathaoirleach: **Carmel Brady**

Baill I Lathair: Madeleine Argue, Carmel Brady, Aidan Campbell, Brendan Fay, Sean Fegan, Michelle Flynn, Clifford Kelly, Michéal Martin, David Maxwell, Martin McBreen, Joe McGrath, Sarah O'Reilly, Aíne Smith.

Leithsceil: April Anna Barker, Colm Carthy, Sean Conlon, Rosena Donagh, PJ O'Hanlon and Patricia Walsh.

Ar Freastail: Dr Fiona McGrath, Chief Executive
Berni Power, DOSD
Linda Pinkster, DFET
Paddy Flood, DoS
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. OSD Matters: In Committee Business

"In Camera" business

It was resolved: R. 01/05/2023

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



Proposed by Cllr C Kelly

Seconded by Cllr D Maxwell

Passed Unanimously



It was resolved: R. 02/05/2023

"that "IN-CAMERA" business had been concluded"

Proposed by Ms M Flynn

Seconded by Cllr A Campbell

Passed Unanimously

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

1.1 Welcome

The Chairperson thanked Loughan House for hosting the Meeting and welcomed all present, in particular Cllr Aine Smith to her first CMETB Board meeting. Cllr Smith addressed the members in both Irish and English. She stated her father the late Cllr Sean Smith, past CMETB Board member, would be very proud of her today. He was committed to education and he afforded her the best possible opportunities to advance her education. As a post primary school teacher, she



noted the changes in education in recent years and is interested in expanding greater supports for those in schools with additional needs. She acknowledged the huge presence CMETB has in both Cavan and Monaghan. The CE welcomed Cllr Smith to the Board.

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. 03/05/2023

"to approve the absence April Anna Barker, Colm Carthy, Sean Conlon, Rosena Donagh, PJ O'Hanlon and Patricia Walsh."

Proposed by Mr J McGrath

Seconded by Ms M Flynn

Passed Unanimously

Condolences

- To Theresa McCabe on the death of her husband Thomas McCabe (Member of Garage Theatre, Board of Management)
- To Pauline Grogan (Monaghan Admin Office) on the death of her uncle, Francie Duffy.
- To Annmarie Dempsey (Virginia College) on the death of her father John (Jack) Dempsey.
- To Ger Heaphey (recently retired, Monaghan Admin Office) on the death of her husband John Heaphey (Retired Principal, Beech Hill College).
- To Linda McKenna (Castleblayney College) on the death of her father-in-law Paddy McKenna.



1.4 Minutes of Meeting

1.4.1 Minutes of Meeting: 28 March 2023

It was resolved: R. 04/05/2023

"to adopt the minutes of the meeting of Cavan and Monaghan ETB held on 28 March 2023".

Proposed by Mr J McGrath

Seconded by Mr M McBreen

Passed Unanimously

1.4.2 Minutes of Meeting: 17 April 2023

It was resolved: R. 05/05/2023

"to adopt the minutes of the Special meeting of Cavan and Monaghan ETB held on 17 April 2023".

Proposed by Cllr A Campbell

Seconded by Mr M Martin

Passed Unanimously

1.5 Matters Arising

Music Generation

DoS outlined how Music Generation was set up in 2019 and is managed by Music Generation Co Ordinator Maggie Maguire. He detailed the three programmes it offers to students in both Cavan and Monaghan. Cllr C Kelly asked if the programme could be extended to CMETBs 2nd Level students, as it would be a great opportunity for them. Cllr Kelly advised that a Music Generation committee was proposed by the previous CE, but they subsequently never met. He asked for more details on the committee.



2 Correspondence and Matters Arising

2.1 Correspondence

2.1.1 Department of Education Circulars¹

Circular Number	Details
Circular 0019/2023	Prescribed Material for the Leaving Certificate English Examination in 2025
Circular 0020/2023	Prescribed Material for the Leaving Certificate Examination in 2025
Circular 0022/2023	Information in relation to Standardised Testing and Other Matters – Academic Year 2022/23 and Subsequent Years
Circular 0023/2023	Scheme for the Award of Incremental Credit to Post Primary Teachers who have prior service as a Youthreach Resource Person or a Youthreach Co-Ordinator
Circular 0025/2023	Voluntary Search and Rescue Leave for Registered Teachers employed in Recognised Primary and Post Primary Schools. This Circular replaces Circular 0001/2019

2.1.2 Department of Education Correspondence - General

Date	Subject
25.04.2023	Approval of CMETB Local Creative Youth Partnership Application
03.05.2023	Final Inspectorate's Report: Inver College Whole School Evaluation

Read

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>



2.1.3 Department of Education Correspondence - Finance

Date	Subject
31.03.2023	Emergency Works Scheme: Upgrade of Emergency Lighting in St. Mogue's

Read

2.1.4 Department of Education Correspondence – Land and Buildings

Date	Subject
05.04.2023	Confirmation Gaelscoil Eois building project to proceed.
10.05.2023	Confirmation of the provision of funding for Modular Accommodation under the DE (SEN) Reconfiguration and Modular Accommodation programme for Virginia College
11.05.2023	Gaelscoil Eois: Approval received to issue Letter of Acceptance to the Contractor
12.05.2023	Scoil Mhuire, Rockcorry: Approval received to issue Letter of Acceptance to the contractor

Read

2.1.5 Solas Correspondence - Finance

Date	Subject
29.03.2023	Cost of Living Payment April 2023
05.04.2023	2023 FET Approved Funding Allocation & Terms and Conditions
06.04.2023	2023 Devolved Grant Compliance Requirements
09.05.2023	Approval of additional funding of €16,514 for modular unit at Cavan Institute

Read



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

Date	Subject
13.04.2023	Sanction approval for renewal of lease of Cavan Youthreach, Moynehall, Cavan for 5 years from 01.02.2023 to 31.01.2028
13.04.2023	Approval for Cavan Institute to use St. Claire's Main St., Cavan for FET provision for a further 3 months.
28.04.2023	Regional Dialogue Meeting 15 June 2023: A more unified Regional Tertiary System

Read

2.1.7 Correspondence from Others - Finance

Date	From	Subject
28.03.2023	DCEDIY	UBU Your Place Your Space Grant, ETB Youth Grant and Integration Funding Grant of €454,150.50 to issue.
03.04.2023	DSP	School Meals Local Projects Scheme 2022-2023: Inver College Revised Allocation
03.04.2023	DSP	School Meals Local Projects Scheme 2022-2023: Beech Hill College Revised
03.04.2023	DSP	School Meals Local Projects Scheme 2022-2023: St. Mogue's College Revised
03.04.2023	DSP	School Meals Local Projects Scheme 2022-2023: Breifne College Revised
04.04.2023	DSP	School Meals Local Projects Scheme 2022-2023: Largy College Revised
04.04.2023	DSP	School Meals Local Projects Scheme 2022-2023: Ballybay Community College Revised



02.05.2023	Léargas	2023-1-IE01-KA121-VET-000135983: Cavan Institute Grant Approval €201,391
04.05.2023	Léargas	2023-1-IE01-KA122-VET-000127033: Monaghan Institute Staff & Learner Mobility Grant approval €47,817
04.05.2023	Léargas	2019-1-IE01-KA229-051396_1: Beech Hill College Balance of Payment €6,815 and Feedback Report

Read

2.1.8 Correspondence from Others – General

Date	From	Subject
22.03.2023	DCEDIY Youth Affairs	Minister O'Brien announces publication of Ireland's National Action Plan Against Racism 2023 - 2027
17.04.2023	Music Generation	Congratulations to MG Creative Sound Ensemble
20.04.2023	Community Foundation Ireland	Donation from The County Monaghan Fund of €1,230 to Beech Hill College
20.04.2023	Dept of Environment, Climate and Communications	Recommendation on the use of Tik Tok on official devices
28.04.2023	TUI	Proposed joint consultative meeting with CMETB and TUI
09.05.2023	Bailieborough Community School	Seeking three nominations (incl. the CE) to the Board of Management of Bailieborough Community School for new term w.e.f 01.08.2023 Resolution of Board required
09.05.2023	Largy College	Request CMETBs agreement re DE approval to increase additional accommodation by two mainstream classrooms



08.05.2023 DCEDIY

Minister O'Brien invites applications to the
International Protection Integration Fund 2023

09.05.2023 Solas

Letter re MOU and SLA between Solas and CMETB

Read

2.1.9 Department of Public Expenditure NDP Delivery and Reform: Circulars

Circular Number	Details
Circular 0005/2023	Initiatives to assist SMEs in Public Procurement

Read

2.1.10 Correspondence Sent

Date	To	Subject
18.04.2023	Dept of Education	Confirmation of Appointment of Cllr A Smith to CMETB Board
18.04.2023	Cavan Co Council	Confirmation of Appointment of Cllr A Smith to CMETB Board
18.04.2023	Cllr A Smith	Confirmation of Appointment to CMETB Board
27.04.2023	Cllr A Smith	Letter of Appointment to CMETB Board

Read



2.2 Matters Arising

2.2.1 The County Monaghan Fund, Donation to Beech Hill College

It was resolved: R. 06/05/2023

“to accept the donation of €1,230 from The County Monaghan Fund for the benefit of Beech Hill College, Monaghan.”

Proposed by Mr M Martin

Seconded by Mr J McGrath

Passed Unanimously

2.2.2 Board of Management of Bailieborough Community School

Three nominations (incl. the CE) to the **Board of Management of Bailieborough Community School** for new term (1 August 2023 to 31 July 2026 incl.)

It was resolved: R. 07/05/2023

“to appoint **Cllr Clifford Kelly, Cllr Sarah O’Reilly and Dr Fiona McGrath Chief Executive**, to the Board of Management of Bailieborough School.”

Proposed by Mr J McGrath

Seconded by Ms M Flynn

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 2023.

5 OSD Matters

5.1 Land and Buildings

5.1.1 **Leases/Contracts:** No business

5.1.2 Land and Buildings Report

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

The DOSD advised the members a timeline on the progress of projects which was to be presented at the meeting would instead be given at the next Board meeting to ensure it captures the full picture in relation to two additional projects.

The Board members congratulated and thanked the DOSD and the executive on the impressive building plans for Virginia College that were presented at their recent Board of Management meeting.

5.2 Risk Management Report

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



5.3 Summary of Executive Orders: No business

5.4 Use of Facilities

CMETB Centre	Requester	Dates Required
Beech Hill College (sports hall)	Monaghan Town Community Games	Thursday 30 March 2023 from 6pm – 9pm
Castleblayney College (Basketball Court)	Monaghan Co. Community Games	30 March 2023 from 6.30pm to 7.30pm
Virginia College (Sports Hall)	Irish Blood Transfusion Service	19 April 2023 from 3.45pm to 10.30pm
Cavan Institute Cathedral Rd (Car Park)	Darkness Into Light Cavan	6th May 2023
Virginia College (Pitch)	Ramor United	From 17 April 2023 - 31 October 2023, daily from 6pm to 9pm
Virginia College (Pitch)	Lurgan Ladies	From 17 April 2023 - 31 October 2023, daily (weekdays) from 6pm to 9pm, (weekends) from 10am to 2pm.
Inver College (Football Pitch)	Carrickmacross Emmets	from 2 May 2023 to 30 October 2023 (Monday, Wednesday, Friday, Saturday, Sundays) from 6pm to 11pm (weekdays) & 6am to 11pm (weekends)
Castleblayney College (Sports Hall & Toilets)	Badminton Ireland	Saturday 29/04/2023 from 9.30am to 6pm
Castleblayney College (Sports Hall & Toilets)	Badminton Ireland	10th July 2023 - 13th July 2023 inclusive from 9.30am - 2.30pm
Cavan Institute (Car park)	Annalee Athletic Club - 'Run with Catherina'	Saturday 6th May from 4pm to 8pm

It was resolved: R. 08/05/2023

"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

5.5 Other Matters

5.5.1 Policies

No business

6 Strategy Statement 2022 - 2026

6.1 Policies: No business

6.2 SLA/MOU/Consortium Agreement:

Agreements for noting:

Item No.	Organisation	Project Title
6.2.1	CMETB and Solas	The delivery of Craft Apprenticeship Off the Job Training Phases
6.2.2	CMETB and Solas	For the Management and Implementation of Apprenticeship Support and Admin Services
6.2.3	CMETB and Cavan Autism Parents Support CLG	
6.2.4	CMETB and Cavan Traveller Movement	Engagement and Leadership



6.2.5	CMETB and Monaghan Integrated Development CLG	Reaching a Better Future
6.2.6	CMETB and Cavan County Local Development	Support to Learners
6.2.7	CMETB and Teach Oscail FRC	
6.2.8	CMETB and Monaghan Education Centre	Developing Skills for young learners
6.2.9	CMETB and Foróige	Alternative Learning Programme
6.2.10	CMETB and Monaghan Youth Theatre	
6.2.11	CMETB and Monaghan Education Centre	Developing Depositions and Skills for young learners
6.2.12	CMETB and Blayney Blades	Opportunities for Learning
6.2.13	CMETB and Monaghan County Childcare Committee CLG	Roma Women Participation in Learning
6.2.14	CMETB and Drumhowan Community Group	Enhancing Digital literacy & ongoing Digital Development in Drumhowan
6.2.15	CMETB and Siolta Chroi	Regenerative Agriculture Course 2 nd Edition
6.2.16	CMETB and Cahans Meeting House Committee	Computer Literacy for the Community
6.2.17	CMETB and Acquired Brain Injury Ireland	Community Hub Starter Materials
6.2.18	CMETB and The Cottage Market Cavan CLG	Training and Mentoring for Growers
6.2.19	CMETB and Steadfast House CLG	Purchase of Assistive Technology & Courses in Communication, Art, Drama and Therapy
6.2.20	CMETB and Crocus Cancer Support Therapy	Office TV Monitor



6.2.21	CMETB and The Peace Link, Clones	Community Sports Leaders
6.2.22	CMETB and Merchant Quays Ireland CLG	Education/Training Equipment and Activities for Participants in Recovery
6.2.23	CMETB and Cavan Autism Education & Training Centre	CAETC
6.2.24	Addendum to SLA with CMETB and Monaghan Youth Federation T/A Youth Work Ireland Cavan Monaghan	The Youth Information Centre
6.2.25	Addendum to SLA with CMETB and Monaghan Youth Federation T/A Youth Work Ireland Cavan Monaghan	Bounce Back Youth Services (West Cavan)
6.2.26	Addendum to SLA with CMETB and Monaghan Youth Federation T/A Youth Work Ireland Cavan Monaghan	Bounce Back South East Project
6.2.27	Addendum to SLA with CMETB and ISPCC	Bounce Back Youth Service (West Cavan)
6.2.28	Addendum to SLA with CMETB and ISPCC	Include Youth Service
6.2.29	Addendum to SLA with CMETB and ISPCC	Bounce Back South East Project
6.2.30	Addendum to SLA with CMETB and ISPCC	ISPCC Monaghan Project
6.2.31	Addendum to SLA with CMETB and Monaghan Youth Federation T/A Youth Work Ireland Cavan Monaghan	Include Youth Service
6.2.32	Addendum to SLA with CMETB and Foroige Youth Service	Cavan Town Project

Noted

6.3 Annual Report 2022

The CE briefed the meeting on the Annual Report 2022 which was circulated in advance of the meeting. (Appendix C)



It was resolved: 09/05/2023

“to adopt the **Annual Report 2022**”.

Proposed by Cllr C Kelly

Seconded by Mr J McGrath

Passed Unanimously

6.4 Chairperson’s Comprehensive Report 2022

The Chairperson’s Comprehensive Report 2022 was considered.

It was resolved: 10/05/2023

“to approve signing of the **Chairperson’s Comprehensive Report 2022.**”

Proposed by Mr S Fegan

Seconded by Mr M Martin

Passed Unanimously

7 Committees and Reports

7.1 Further Education and Training

7.1.1 DFET Report

Director of Further Education and Training gave a comprehensive update on FET (see **Appendix D**).

DFET acknowledged the successful collaboration between Training Services and Entekra and the disappointing news that the company is to be dissolved. The CE advised that all the current trainees will be facilitated to complete the programme and receive their award. It is planned that the Traineeship will run again next year. Training Services are liaising with new employers to engage with the programme.



7.1.2 CMETB FET Board Minutes

No business

7.1.3 Boards of Management

7.1.3.1 Board of Management Minutes:

It was resolved to adopt the Minutes as follows:

Resolution No.	Centre	Date	Proposed / Seconded
R. 11/05/2023	Cavan Institute	31.01.2023	P: Cllr C Kelly S: Cllr M Argue
R. 12/05/2023	Monaghan Institute	08.02.2023	P: Cllr J McGrath S: Cllr D Maxwell
R. 13/05/2023	Youthreach	07.12.2022	P: Cllr C Kelly S: Cllr S O'Reilly

Passed Unanimously

7.1.4 Youth Work Committee:

7.1.4.1 Youth Work Committee Minutes:

Resolution No.	Centre	Date	Proposed / Seconded
R. 14/05/2023	Youthwork Committee	07.12.2022	P: Cllr M Argue S: Cllr C Kelly

Passed Unanimously

7.1.5 FET Policies:

No business



7.1.6 Child Safeguarding:

No business

7.2 Schools

7.2.1 DoS Report

The Director of Schools gave a comprehensive update on schools. (see **Appendix E**) The DoS also paid tribute to the late John Heaphey, retired Principal of Beech Hill College. He acknowledged the support John gave to him when the DoS joined CMETB. John offered guidance to young teachers in their careers and initiated many employment opportunities for his students over the years. John will be sadly missed by all who had the privilege of knowing him.

Ar Dheis Dé go raibh a Anam.

7.2.2 Boards of Management

7.2.2.1 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. 15/05/2023	Ballybay Community College	23.01.2023	Proposed By Mr M Martin Seconded By Cllr C Brady
R. 16/05/2023	Beech Hill College	21.03.2023	Proposed By Mr J McGrath Seconded By Mr M Martin
R. 17/05/2023	Coláiste Oiriall	10.01.2023	Proposed By Cllr S O'Reilly Seconded By Cllr M Argue
R. 18/05/2023	Coláiste Oiriall	30.03.2023	Proposed by Cllr S O'Reilly Seconded by Cllr B Fay
R. 19/05/2023	St Mogue's College	08.12.2022	Proposed by Mr M McBreen Seconded by Cllr B Fay
R. 20/05/2023	St Mogue's College	29.03.2023	Proposed by Cllr B Fay Seconded by Cllr M Argue

Passed Unanimously

7.2.3 School Based Policies: No business

7.2.4 Child Safeguarding:

7.2.4.1 Child Safeguarding Annual Review: Coláiste Oiriall

Noted

7.2.5 Anti-Bullying: No business

7.2.6 Chat GPT

DoS gave a presentation on Chat GPT. Following the meeting a link to an informative online webinar on Chat GPT will be sent to the Board members.



8 Attendance Approval: No business

9 Board Self-Assessment Evaluation Questionnaire 2022

The Chairperson reported that 9 replies were received with training requested from a number of members. The DOSD confirmed refresher training on Governance, legislative updates and sources of funding for CMETB, will be arranged.

10 Chief Executive Report

Meetings/Events attended by the Chief Executive

Date	Details
29.03.2023	• National Youthreach Annual Conference, Farnham Estate, Cavan
30.03.2023	• FET Management and Quality Control Meeting St. Aidan's Comprehensive Board of Management Meeting
03.04.2023	• Audit 2023 Closing meeting
04.04.2023	• Cavan LCDC Workshop on Inclusive Community Engagement in Local Planning and Decision Making in Cavan Crystal Hotel
17.04.2023	• Internal Audit 2023 Planning Meeting with IAU • CMETB Board Meeting in Cavan Institute
18.04.2023	• Meeting with Solas re 2023 ETB Funding and Delivery of Provision • Chat GPT Presentation re Implications for Schools
19.04.2023	• CMETB REALT Meeting • Meeting with Virginia Show Society in Virginia College
20.04.2023	• Creative Media Meeting
21.04.2023	• Principals Meeting, Breifne College • National Information meeting on Business Innovation and Market Development micro-credential (CMETB led) • Monaghan LECP Interview with KPMG
24.04.2023	• ETBI Legal Updates for Schools in Athlone
25.04.2023	• Monaghan Digital Steering Committee Meeting in Patrick Kavanagh Centre, Inniskeen
26.04.2023	• ETBI CE Forum Meeting • Solas- ETB CE Quarterly Bi-Lateral Meeting
28.04.2023	• CMETB Section Heads Meeting • IBEC Annual Member Review meeting
03.05.2023	• IAU-ETBs Pre-Interview Shortlisting Meeting • BOM at St Aidan's Cootehill



04.05.2023	• IAU-ETBs OAC Meeting
09.05.2023	• Bailieboro Community School Board of Management Meeting
11.05.2023	• Virginia College Board of Management Meeting – meeting with architect re plans for new extension
12.05.2023	• Evening Celebration of Sporting achievement at Virginia College
12.05.2023	• Preparatory meeting with CEs to discuss correspondence from Minister Harris re Unified Tertiary System Regional Dialogue Meeting
15.05.2023	• Meeting with ETB/HE reps to plan Regional Dialogue meeting in North & Western Region 1.
16.05.2023	• CMETB Board Meeting in Loughan House

Noted

A.O.B.

The rostering and overlap of Board of Management meetings was discussed. As a solution the DoS agreed to look into a digital based booking system.

11 Date of Next Meeting: Tuesday 18 July 2023

The meeting concluded at 4.20pm

Signed

Chief Executive

Signed

Chairperson

Date

18.07.2023

Date

18.07.2023