



## Minutes of Meeting held on Tuesday, 20 February 2024

A meeting of Cavan and Monaghan Education and Training Board took place on Tuesday, 20 February 2024 at 2pm, in the CMETB Head Office, Market Street, Monaghan.

**Cathaoirleach:** PJ O'Hanlon

**Baill I Lathair:** Madeleine Argue, April Anna Barker, Carmel Brady, Aidan Campbell, Colm Carthy, Sean Conlon, Brendan Fay, Michelle Flynn, Sean Fegan, Clifford Kelly, Michéal Martin, David Maxwell, Martin McBreen, Joe McGrath, PJ O'Hanlon, Aíne Smith and Patricia Walsh.

**Leithsceil:** Rosena Donagh and Sarah O'Reilly

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

### 1 Preliminary

#### 1.1 Welcome

The Chairperson PJ O'Hanlon 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 In Committee Business

##### 1.3.1 OSD and FET Matters

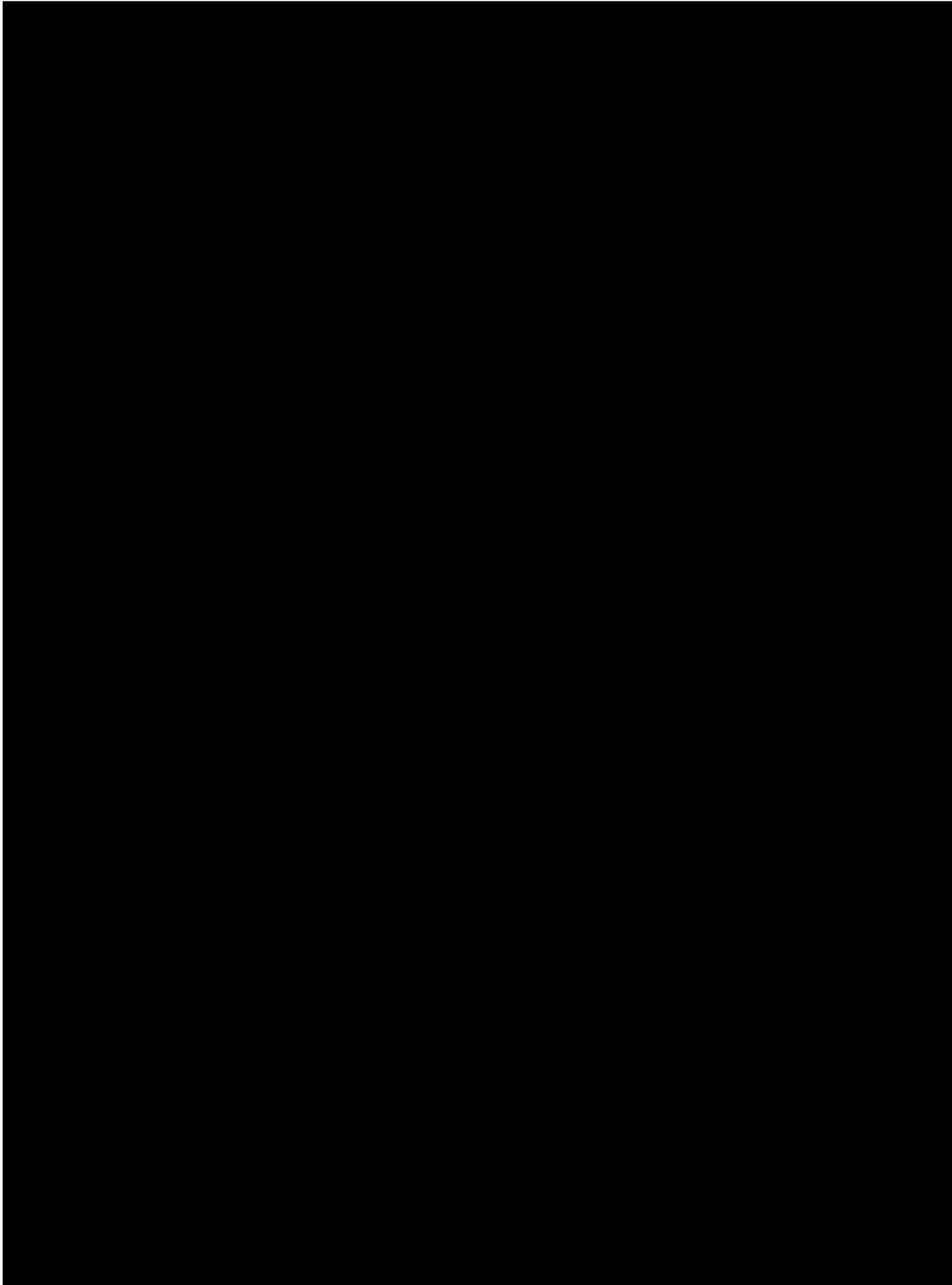
**"In Camera business"**

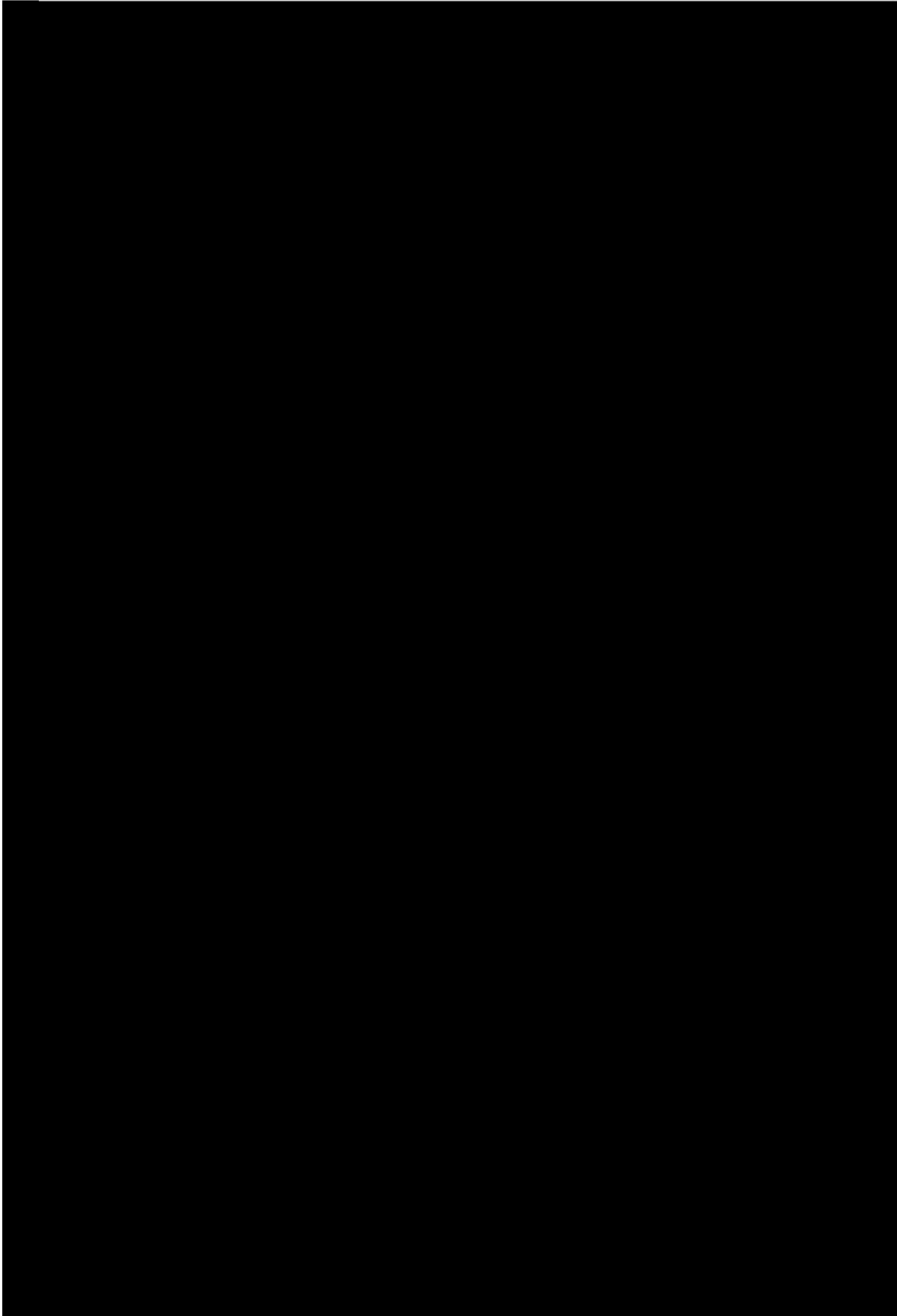
**It was resolved: R. 01/02/2024**

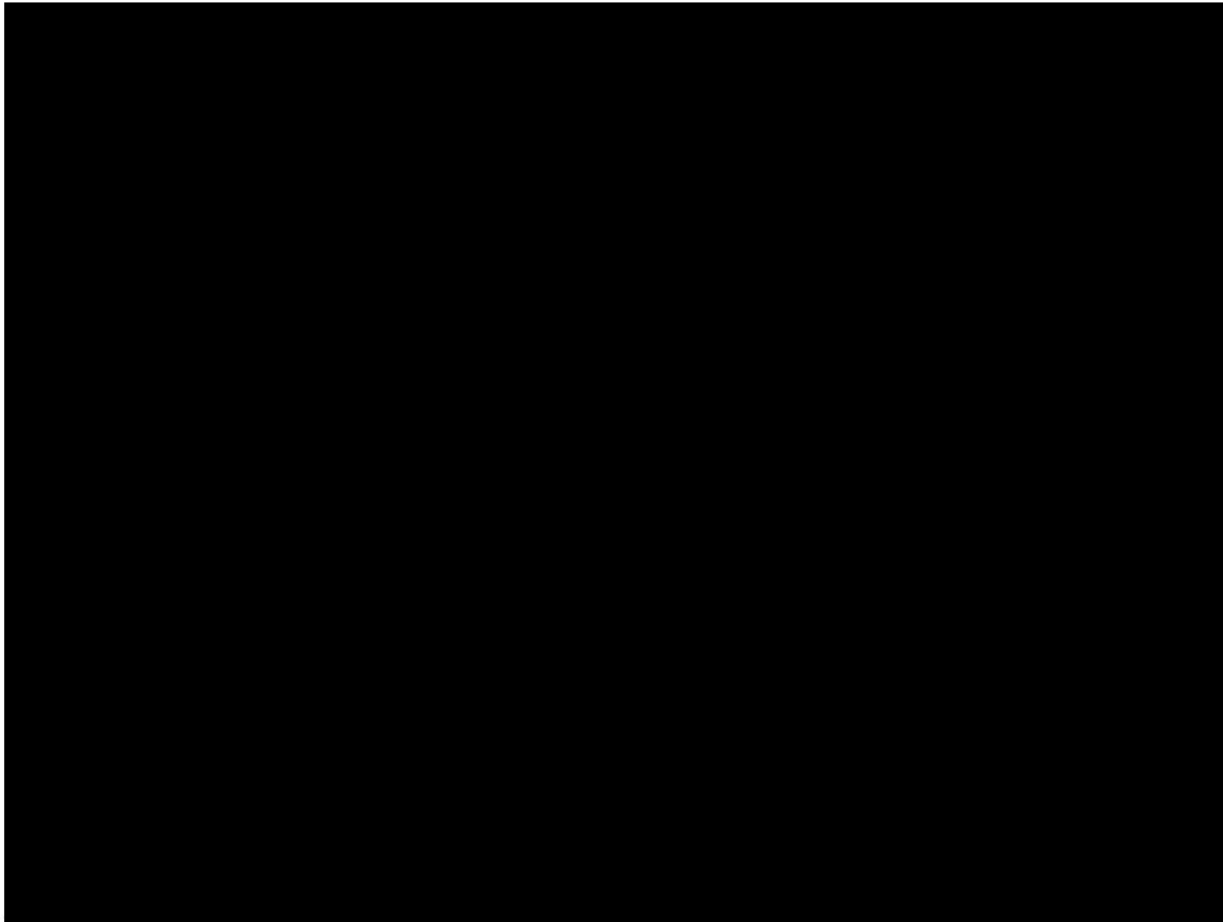
"to conduct the following business **"In Camera"** due to it being commercially sensitive and its confidential nature."

Proposed by Mr M Martin  
Seconded by Cllr S Conlon

Passed Unanimously







While the media were invited to the meeting, none were available to attend.

#### **1.4 Apologies / Absence Approval**

The absence of Ms R Donagh and Cllr S O'Reilly was approved.

Passed Unanimously

#### **Condolences**

- To Nuala Smyth on the death of her husband Tommy Smyth (The Northern Standard).
- To Anthony Waterson on the death of his wife Anne Watterson (The Northern Standard).
- To Caroline Adamson (Monaghan Admin Office) on the death of her father-in-law Brian Adamson.
- To Dr Fiona McGrath (Chief Executive) on the death of her aunt Rose Mulligan.
- To Shirley Wrenne (Cavan Admin Office) on the death of her uncle Con Walsh.
- To Michelle Tilson (Training Services) on the death of her mother Philomena Baker.



- To Marcel and Michelle Haynes on the death of their son Tyler Jordan Hayes (Student, Breifne College).
- To Pat Drury (Former Principal, Inver College) on the death of his wife Sheila Drury.
- To Cllr Clifford Kelly (CMETB, Deputy Chair) on the death of his wife Betty Kelly.
- To Denise McKenna (Monaghan Institute) on the death of her father-in-law Seamus McKenna.
- To Melanie Keith Clancy (Monaghan Institute) on the death of her husband Trevor Clancy.
- To Sinead McKenna (Training Services) and Concepta Connolly (Monaghan Institute) on the death of their uncle Hugh Pat Robinson.
- To Breege Reilly (Acting Principal, Breifne College) on the death of her mother May O'Reilly.
- To Eileen Curtis (CE, Carlow Kilkenny ETB) on the death of her brother Jim Hartley.
- To Hugh Fitzpatrick (Coláiste Dún an Rí) on the death of his father Mel Fitzpatrick.
- To Emmeline O'Hare (Monaghan Institute) on the death of her mother-in-law Cora O'Hare.

Chairperson Cllr. PJ O'Hanlon expressed his sincere condolences to Board member Cllr Clifford Kelly on the recent passing of his wife, Betty. A minute's silence was observed, and as a mark of respect the meeting was adjourned for five minutes.

## 1.5 Minutes of Meeting

### **It was resolved: R. 07/02/2024**

"to adopt minutes of the meeting of Cavan and Monaghan ETB held on 14 November 2023".

Proposed by Cllr C Brady

Seconded by Cllr C Kelly

Passed Unanimously

### 1.5.1 Minutes of Meeting

#### **It was resolved: R. 08/02/2024**

"to adopt minutes of the meeting of Cavan and Monaghan ETB held on 12 December 2023".

Proposed by Cllr C Brady

Seconded by Cllr C Kelly

Passed Unanimously



## 1.5.2 Minutes of Special Meeting

**It was resolved: R. 09/02/2024**

“to adopt minutes of the Special meeting of Cavan and Monaghan ETB held on 23 January 2024”.

Proposed by Cllr C Brady

Seconded by Cllr C Kelly

Passed Unanimously

## 1.6 Matters Arising

A Board member raised concerns regarding the lack of promotion of long serving staff within schools. It was stated that in some cases long serving staff are overlooked for positions with successful candidates having only been with CMETB for a short period of time and that some staff are disillusioned and choosing not to apply for management roles. A discussion ensued. A number of members who sit on Interviews Boards defended the process and noted that the systems in place focus on ensuring that the most suitable candidates for posts are the ones appointed. It was noted that staffing is an executive function and that the matter could be raised with management and the union. The Chair suggested a presentation to explain the selection process be given at the next meeting.

A member asked if consultation was sought with relevant partners when the review of the Policy on the Code of Conduct for Staff was carried out, which was noted at the November 2023 meeting. DOSD advised that the Code of Conduct is a template provided by the DE in the Code of Practice for Governance of ETBs Circular 0002/2019. Staff policies which may affect terms and conditions are generally negotiated with unions by ETBI or governed by Circular letters.

## 2 Correspondence and Matters Arising

### 2.1 Correspondence

#### 2.1.1 Department of Education Circulars

Circular Number	Details
Circular 0058/2023	Force Majeure Leave and Illness in Family Leave for Registered Teachers employed in Recognised Primary and Post Primary Schools
Circular 0059/2023	Domestic Violence Leave for Registered Teachers employed in Recognises Primary and Post Primary Schools
Circular 0060/2023	Domestic Violence Leave for Special Needs Assistants employed in Recognises Primary and Post Primary Schools



Circular 0062/2023	Payment of Tool Allowance to Craft Workers - 2023
Circular 0063/2023	Domestic Violence Leave for staff other than persons employed as Teachers and Special Needs Assistants employed in Education and Training Boards
Circular 0064/2023	Revised Domestic Subsistence Allowances effective from 14th December 2023 payable to Staff in Education and Training Boards (ETBs) and Members of ETBs and of ETB Statutory Committees
Circular 0001/2024	Cost of living measure to support increased school running costs in 2024
Circular 0004/2024	Extension to the Waiver of Abatement of Public Sector Pensions under Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.
Circular 0005/2024	Teacher Fee Refund Scheme 2023
Circular 0010/2024	Staffing Arrangements in Education and Training Boards for the 2024/2025 school year
Circular 0012/2024	The General Data Protection Regulations (GDPR) – Responsibilities of Data Controllers in Respect of the Occupational Health Service (OHS)
Circular 0013/2024	Sick Leave Scheme for Registered Teachers Employed in Recognised Primary and Post Primary Schools
Circular 0014/2024	Sick Leave Scheme for Special Needs Assistants Employed in Recognised Primary and Post Primary Schools

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

Date	Subject
06.11.2023	NPC-Primary - National Association of Parents for Primary and Post Primary Students including ETBs
24.11.2023	Virginia College Subject Inspection: English Report
07.12.2023	New Lease Inwards Application Form (V10 Form) for Departmental Sanction for the lease of property by an Education and Training Board (ETB)
19.12.2023	Coláiste Dún an Rí Subject Inspection: Science & Biology Report
22.12.2023	Senior Cycle Redevelopment – Schools Information Note
26.01.2024	Public Service Agreement 2024 - 2026
29.01.2024	Beech Hill College Subject Inspection: History Report



Read

### 2.1.3 Department of Education Finance Correspondence

Date	Subject
15.11.2023	Memorandum of Understanding between ESBS ETB Payroll and CMETB
20.12.2023	General and Post Primary non-pay (Ordinary Non-Pay) Grant for 2023
17.01.2024	Grants for Financial Year Ending 31 December 2023
31.01.2024	Letter of Determination for year ending 31 December 2024

Read

### 2.1.4 General/Finance Correspondence Solas

Date	Subject
24.11.2023	Cost of living increases in Learner Allowances
04.12.2023	Decision Gate 3: Approval to proceed with appointment of Contractor to proceed with the works to provide and Electrical and OEM Workshop Facility in Milltown, Monaghan
05.12.2023	Revised FET approved funding 2023 – Increase 2.2m
07.12.2023	Decision Gate 1: Approval in Principle for design and planning of Electrical Works at FET Campus, Cavan
20.12.2023	Decision Gate 2: Approval in Principle for Electrical Works at the FET Campus, Cavan
21.12.2023	ETB Strategic Performance Agreement 2022-2024 Formal Review
04.01.2024	Approval for OEM workshop fitout equipment
29.01.2024	PLC Approved Places 2024/25
08.02.2024	Reach Funding 2024 Guidelines

Read

### 2.1.5 Department of Further and Higher Education, Research, Innovation and Science Correspondence

Date	Subject
17.11.2023	Revised Sanction letter for the 10-year lease of Unit 2 Milltown Business Park, Milltown, Monaghan for FET Provision of Electrical and OEM Apprenticeship Training Workshops @ 65K p.a.

Read

### 2.1.6 Correspondence received from Comptroller and Auditor General (C&AG)

Date	Subject
09.01.2024	Letter of Engagement: Audit of CMETB's Annual Financial Statements 2023



Read

### 2.1.7 Correspondence received from ETBI

Date	Subject
01.12.2023	Correspondence from DFHERIS confirming sanction for increase in rate for cover instructors
01.02.2024	ETB Week 2024

Read

### 2.1.8 Correspondence from other Sources- Finance

Date	From	Subject
09.11.2023	Léargas	Erasmus Project 2020-1IE01-KA101 Beech Hill College: Financial Assessment of the Final Report and Beneficiary Feedback Report
20.11.2023	DSP	School Meals (Local Projects) Scheme 2023-2024: North Monaghan SCP food club; Overall Allocation €5,103.00 with 1 <sup>st</sup> Instalment of €131.49 to issue shortly. Remainder to issue on 08.01.2024
22.11.2023	DSP	School Meals (Local Projects) Scheme 2023-2024: North Largy College; Overall Allocation €156,306.25. This reflects a balance of €124,987.90 carried forward from the previous year. Remainder of the allocation to issue on 08.01.2024
11.12.2023	DCEDIY	Grant payment for UBU, ETB YG, YIC initiatives €253,852
11.12.2023	DCEDIY	Reinvigoration Grant €3,500 for 4 initiatives that were ineligible for the LYCGS
18.12.2023	IPB Insurance	Music Generation Musical Instrument Fund 2024-2025 €12,500
08.01.2024	Léargas	Erasmus+ Agreement number: 2023-2-IE01-KA122-SCH-000180395 - Beech Hill College
16.01.2024	DCEDIY	UBU Your Place Your Space Funding Allocations 2024 and Circular DCEDIY/YAC/01/2024 Conditions and procedures for the grant funding under the above scheme.
22.01.2024	DCEDIY	2024 Funding Allocation for integration of young people from Ukraine
24.01.2024	DSP	School Meals (Local Projects) Scheme 2023-2024: Beech Hill College; Revised Allocation.
07.02.2024	DCEDIY	ETB Youth Grant Allocation for 2024
07.02.2024	DCEDIY	UBU Resilience and Effectiveness Initiatives 2024
07.02.2024	DCEDIY	Youth Information Centre Allocation 2024
08.02.2024	Léargas	Erasmus+ Agreement number: 2023-2-IE01-KA210-SCH-000185068 - Inver College



Read

### 2.1.9 Correspondence from other Sources- General

Date	From	Subject
24.11.2023	Monaghan County Council	Request for the use of our schools/centres in the event of a major emergency in County Monaghan
21.12.2023	Monaghan County Council	Nominations to CMETB Music Generation and CMETB Creative Youth Arts Committees
21.12.2023	Monaghan County Council	Nomination to FET Board
09.01.2024	National Parents Council	Male Parent Representative Nominee to CMETB Board
09.01.2024	Monaghan County Council	Acknowledgement of CMETBs reply confirming the use of our schools/centres in the event of a major emergency in County Monaghan until 31 December 2025.
29.01.2024	Cavan County Council	Nomination to CMETB Music Generation and CMETB Creative Youth Arts Committees
29.01.2024	Cavan County Council	Nomination to FET Board

Read

### 2.1.10 Correspondence Sent

Date	To	Subject
29.11.2023	Monaghan County Council	Confirming our schools/centres will be available in the event of a major emergency in County Monaghan

Read

## 2.2 Correspondence: Matters Arising

### 2.2.1 National Parents Council Nominee – Male Parent Representative to CMETB Board

It was resolved to approve the appointment of the NPC Nominee to the CMETB Board:

Resolution No.	Nominee	Proposed / Seconded
10/02/2024	Mr Rory McMahon	P: Cllr S Conlon S: Mr M McBreen

Passed Unanimously



### **3 Audit and Risk Committee**

#### **3.1 Audit and Risk Committee Minutes**

**It was resolved: R. 11/02/2024**

“to adopt minutes of the meeting of the Audit and Risk Committee held on 25 September 2023”.

Proposed by Cllr C Kelly

Seconded by Cllr S Conlon

Passed Unanimously

### **4 Finance Committee**

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

**It was resolved: R. 12/02/2024**

“to adopt minutes of the meeting of the Finance Committee held on 21 September 2023”.

Proposed by Cllr C Kelly

Seconded by Mr J McGrath

Passed Unanimously

#### **4.1.2 Finance Committee Minutes**

**It was resolved: R. 13/02/2024**

“to adopt minutes of the meeting of the Finance Committee held on 07 December 2023”.

Proposed by Cllr C Kelly

Seconded by Mr J McGrath

Passed Unanimously

#### **4.1.3 Finance Committee Report 7 December 2023 to CMETB**

Noted

### **4.2 Draft Service plan 2024**

The CE briefed the meeting on the Draft Service Plan 2024 which had been circulated. (see **Appendix A**)



One of the core objectives for CMETB is dealing with capacity in our schools regarding the increasing enrolments in mainstream and ASD units. Director of Schools advised 8 out of 11 CMETB schools have ASD classes.

A member noted the lack of a Special Education Needs Organiser (SENO) in County Monaghan and also the long travel journeys for some children going to special classes in schools other than their nearest school. DoS agreed there were shortcomings. He acknowledged it is not always possible to place a child in the school nearest their home but confirmed that no student has been left without a school place.

NCSE have been looking at our region regarding a special school for primary level, as the only special school in our area is full. DoS also noted there are some children with a range of complex needs where targeted intervention is needed and in some acute cases not even a special school is suitable.

**It was resolved: R. 14/02/2024**

“to adopt the Service Plan for 2024.”

Proposed by Mr M Martin

Seconded by Cllr S Conlon

Passed Unanimously

## **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 a comprehensive presentation on the Land and Buildings report. (see **Appendix B**). A member suggested a case could be put in the future for an engineering room for St. Mogue’s College. The Board acknowledged the seamless handover within OSD since the retirement of DOSD Berni Power. The Board congratulated and thanked the new DOSD Ms Karen McBride for the continued progress made in relation to a number of projects.

Noted

### **5.2 Risk Management Report**

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

Noted



### 5.3 Summary of Executive Orders

No business

### 5.4 Use of Facilities

CMETB Centre	Requester	Dates Required
Ballybay College (Sports Hall)	Ballybay Credit Union	18th December 2023 from 6pm to 10pm
Ballybay College (Sports Hall)	Ballybay Pearse Brothers Juveniles - Winter football training	During 2023 & 2024
Beech Hill College (Sports Hall)	Monaghan Harps GAA Club	Mondays from 20th November to 11th December 2023
Beech Hill College (Sports Hall)	Monaghan Co. Council	Friday 26th January 2024 from 4.30pm - 7.30pm
Beech Hill College (Pitch & Sports Hall)	Monaghan Harps Ladies	Pitch: Mondays, Wednesdays & Fridays from 7 - 8pm from November 2023 to December 2024. Sports Hall: Wednesdays from 17 January 2024 to 6th March 2024 from 7 - 8pm.
Castleblayney College (Gym)	Muckno Lakers	Wednesday 15th November 2023
Castleblayney College (Gym)	Castleblayney Faughs	Sunday 26th November & 9th December 2023 from 10am to 2.30pm
Castleblayney College (Sports Hall)	Ulster GAA	Wednesday 29th November 2023 from 7pm to 9pm
Castleblayney College (Gym Sports Hall)	Muckno Lakers	Tuesday 16th January 2024 from 8pm to 9.15pm & Sunday 4th February 2024 from 9am to 6pm
Castleblayney College (Indoor Hall)	Monaghan GAA	Sunday 28 January 2024 from 9.15am to 11.30pm
Castleblayney College (Sports Hall)	Monaghan Sports Partnership	Tuesday 23rd January 2024 to Tuesday 27 February from 8pm to 9pm
Castleblayney College (Car park, Boardroom & Classroom)	Castleblayney Hurling Club	Tuesday 20th February 2024 from 8pm to 9pm
Castleblayney College (Pitch & Car park)	Castleblayney Hurling Club	8th, 9th & 10th July 2024 from 9am to 12.30pm
FET Campus (Football Pitch)	Killygarry GFC	From March to December 2024, Monday to Thursday from 6pm to 8.30pm & Fridays from 4.30pm to 8.30pm.
FET Campus (Football Pitch)	Butlersbridge GAA	From March to December 2024, Monday to Thursday from 6pm to 8.30pm & Fridays from 4.30pm to 8.30pm.
Inver College (Hall & toilets)	Carrickmacross LGFA	Wednesdays from 21st February to 22nd March 2024 from 6pm to 7pm



Virginia College (Pitch)	Lurgan Ladies LGFA	February - end of October 2024, weekdays (evening 6pm to 9pm) & weekends (daytime)
Virginia College (Sports Hall)	Irish Blood Transfusion Service	Wednesday 24th April 2024 from 3.45pm to 10.30pm

**It was resolved: R. 15/02/2024**

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

Proposed by Cllr C Carthy

Seconded by Mr M Martin

Passed Unanimously

A member noted the use of CMETB facilities is an invaluable service provided to Cavan and Monaghan communities. He would like to see other Public sector bodies offering the use of their facilities to the community.

**5.5 Other Matters**

**5.5.1 Policies**

For approval

It was resolved to approve as follows:

Resolution No.	Item No.	Policy	Proposed/Seconded
R. 16/02/2024	5.5.1.1	CMETB Protected Disclosures Policy	Proposed by: Cllr C Kelly Seconded by: Mr S Fegan

Passed Unanimously

For noting

Item No	Policy
5.5.1.2	CMETB Mobile Policy
5.5.1.3	CMETB Leavers Policy
5.5.1.4	CMETB Anti-Fraud and Corruption Policy
5.5.1.5	CMETB Procurement Policy

Noted

### 5.5.2 Protected Disclosures Annual Report 2023

The CE advised there were no Protected Disclosure reports received in 2023.

Noted

### 5.5.3 Public Sector Climate Action Mandate 2024

DOSD gave a comprehensive report on CMETBs 2024 plan as per the Public Sector Climate Action Mandate (see **Appendix D**)

Noted

## 6 Strategy Statement 2022-2026

6.1 **Policies:** No business

6.2 **SLA/MOU/Consortium Agreement:**

Item No.	Organisation	Project Title
6.2.1	ESBS	MOU between ESBS ETB Payroll and CMETB
6.2.2	Léargas	Erasmus+ Agreement number: 2023-2-IE01-KA122-SCH-000180395
6.2.3	Léargas	Erasmus+ Agreement number: 2023-2-IE01-KA210-SCH-000185068

Noted

## 7 Committees and Reports

7.1 **Further Education and Training**

7.1.1 **DFET Report**

Director of Further Education and Training gave an informative update on FET activities including details on the number of FET learner completers, which was requested by a member at the November 2023 Board meeting (see **Appendix E**)

DFET was congratulated on meeting, and in some cases exceeding, Solas performance targets for 2023 set out in the Strategic Performance Agreement. The Board acknowledged the achievement of writing two ESOL programs at Levels 1 and 2 and the commencement of work on developing Level 3 and Level 4 programs, which CMETB will be able to share nationally with other ETBs.

A Board member suggested a course in the use of new technologies and Apps for parents of children with SEN would be very welcome. He also asked if a course could be developed to



assist people in the use of new sustainable energy heating systems. DFET advised both could be looked into and will ask a staff member from Adult Education with knowledge of assistive technology to contact him.

The announcement of Reach funding for community groups was also welcomed by Board members.

In relation to road safety a member enquired if Transition Year students have the opportunity to use the Driving Simulator at the SCLP Centre. DFET advised this is possible if the interest and time is available in the TY timetable to travel to Cavan where the simulator is based. Regarding the possibility of having a simulator in County Monaghan, if demand existed a case could be put to Enterprise Ireland to purchase another simulator.

A Board member welcomed the recent announcement by Minister Simon Harris of the expansion of the number of Tertiary Degree courses available in association with FET through the National Tertiary Program, without the need to go through the CAO process.

Noted

### 7.1.2 CMETB FET Board

#### 7.1.2.1 Minutes

**It was resolved: R. 17/02/2024**

“to adopt minutes of the CMETB FET Board meeting held on 05 October, 2023”.

Proposed by Mr J McGrath

Seconded by Cllr S Conlon

Passed Unanimously

#### 7.1.2.2 Appointments to FET Board

It was resolved to the appoint the following to the FET Board as follows:

Resolution No.	Representing	Nominee	Proposed / Seconded
R. 18/02/2024	Monaghan County Council	Cathal Flynn	P: Cllr C Carthy S: Mr J McGrath
R. 19/02/2024	Cavan County Council	Conor Craven	P: Cllr C Carthy S: Mr J McGrath

Passed Unanimously

### 7.1.3 Boards of Management

#### 7.1.3.1 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. 20/02/2024	Cavan Institute	12.10.2023	P: Ms M Flynn S: Cllr C Kelly
R. 21/02/2024	Monaghan Institute	03.10.2023	P: Mr J McGrath S: Cllr S Conlon
R. 22/02/2024	Tanagh ODEC	18.09.2023	P: Cllr C Brady S: Cllr C Kelly
R. 23/02/2024	Tanagh ODEC	20.11.2023	P: Cllr C Brady S: Cllr C Kelly
R. 24/02/2024	Youthreach	06.10.2023	S: Cllr C Kelly P: Cllr P Walsh

Passed Unanimously

#### 7.1.4 Youth Work Committee

It was resolved to adopt the minutes of the meetings of the Youth Work Committee as follows:

Resolution No.	Date	Proposed / Seconded
R. 25/02/2024	29.08.2023	P: Cllr C Carthy S: Ms A Barker

Passed Unanimously

#### 7.1.5 Creative Youth Arts Committee

##### 7.1.5.1 Appointment to Creative Youth Arts Committee

It was resolved to the appoint the following Community Representatives as follows:

Resolution No.	Creative Youth Arts Committee	Proposed / Seconded
R. 26/02/2024	Catherine McKiernan	P: Cllr M Argue S: Cllr C Kelly
R. 27/02/2024	Colette Deeney	P: Ms A Barker S: Cllr S Conlon

Passed Unanimously

#### 7.1.6 FET Policies

No business

#### 7.1.7 Child Protection:



### 7.1.7.1 Child Safeguarding Statement

Tanagh Outdoor Education Centre - Annual Review of Child Safeguarding Statement.

Noted.

### 7.1.8 Anti-Bullying:

No business

## 7.2 Schools

### 7.2.1 DoS Report

The Director of Schools gave a comprehensive update on schools. (see **Appendix F**)

The members welcomed the Cost-of-living measure to support increased school running costs in 2024. They also look forward to receiving details of the expected book grant for Junior Cycle students. Schools will still have to charge for trips agreed/additional activities.

A member suggested a review of Schools Admissions Policies is required in light of the increasing enrolments which places an extra burden on Boards of Management to restrict enrolment numbers.

DoS confirmed schools increasing enrolment numbers and capacity in schools are logged as red risks on the Schools Risk Register.

Noted

### 7.2.2 Boards of Management

#### 7.2.2.1 Terms of Reference of ETBs Post Primary Schools Board of Management- For approval

Following a request from a member the Board agreed to carry over the above item until the next Board meeting to give members additional time to review the document.

**It was resolved: R. 28/02/2024**

“to carry over the approval of the Terms of Reference of ETBs Post Primary Schools Board of Management to the next Board meeting”.

Proposed by Cllr C Kelly

Seconded by Mr J McGrath

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.	School	Date	Proposed / Seconded
R. 29/02/2024	Ballybay Community College	07.11.2023	P: Cllr C Brady S: Mr M Martin
R. 30/02/2024	Beech Hill College	28.11.2023	P: Ms M Flynn S: Mr J McGrath
R. 31/02/2024	Breifne College	21.09.2023	P: Cllr C Brady S: Mr M McBreen
R. 32/02/2024	Castleblayney College	16.10.2023	P: Mr M Martin S: Cllr S Conlon
R. 33/02/2024	Castleblayney College	16.11.2023	P: Mr M Martin S: Cllr S Conlon
R. 34/02/2024	Coláiste Dún an Rí	14.11.2023	P: Cllr C Kelly S: Cllr C Brady
R. 35/02/2024	Inver College	27.11.2023	P: Cllr C Carthy S: Cllr A Campbell
R. 36/02/2024	Largy College	05.09.2023	P: Ms M Flynn S: Cllr S Conlon
R. 37/02/2024	Largy College	05.12.2023	P: Ms M Flynn S: Cllr S Conlon
R. 38/02/2024	Largy College BOG	31.01.2023	P: Cllr S Conlon S: Mr J McGrath
R. 39/02/2024	Coláiste Oiriail	12.10.2023	P: Cllr PJ O'Hanlon S: Cllr C Brady
R. 40/02/2024	Coláiste Oiriail	07.12.2023	P: Cllr PJ O'Hanlon S: Cllr C Brady
R. 41/02/2024	St. Bricin's College	21.09.2023	P: Mr S Fegan S: Ms M Flynn
R. 42/02/2024	St. Bricin's College	11.12.2023	P: Mr S Fegan S: Ms M Flynn
R. 43/02/2024	St. Mogue's College	07.06.2023	P: Mr M McBreen S: Cllr B Fay
R. 44/02/2024	St. Mogue's College	07.06.2023	P: Mr M McBreen S: Cllr B Fay
R. 45/02/2024	St. Mogue's College	19.12.2023	P: Mr M McBreen S: Cllr B Fay
R. 46/02/2024	Virginia College	12.09.2023	P: Cllr M Argue S: Mr S Fegan
R. 47/02/2024	Virginia College	18.10.2023	P: Cllr M Argue S: Mr S Fegan
R. 48/02/2024	Virginia College	20.11.2023	P: Cllr M Argue S: Mr S Fegan
R. 49/02/2024	Garage Theatre	04.10.2023	P: Mr J McGrath S: Cllr S Conlon
R. 50/02/2024	Garage Theatre	05.12.2023	P: Mr J McGrath S: Cllr S Conlon

Passed Unanimously



### 7.2.3 School Based Policies for noting

No business

### 7.2.4 Child Protection

#### 7.2.4.1 Child Safeguarding Statement Review

- Music Generation

Noted

#### 7.2.4.2 Child Safeguarding Risk Assessment

- Music Generation

Noted

### 7.2.5 Anti-Bullying Policy Annual Review

No business

## 8 Attendance Approval

It was resolved: R. 51/02/2024

“ to approve attendance as follows”.

Title	Date	Delegates	Proposed / Seconded
ETBI AGM in Portlaoise	28 November 2024	Cllr C Kelly Mr J McGrath Cllr C Brady Ms M Flynn Mr McBreen	<b>Proposed by Mr M McBreen Seconded by Cllr A Campbell</b>

Passed Unanimously

## 9. Code of Practice for Governance of ETBs

### Board Self-Assessment Evaluation Questionnaire

The Chairperson advised 7 responses have been received and asked for the remaining members to return their questionnaires. The Chair will review the responses and prepare a report for discussion at the next meeting of the Board.



## 10. Chief Executive Report

### CMETB Gender Pay Gap Report

The CE advised the Board that CMETB has published its Gender Pay Gap Report 2023 and it is available on the CMETB website.

### Performance Meeting with DE – 7 February 2024

CE, Chair of the Board, DOSD and Chair of the Finance Committee attended. CMETB outlined the progress made on the 2023 Service Plan and priorities and challenges for 2024. DE advised that they are reviewing the Code of Governance with ETBI and they were interested in the Board Self Evaluation process and the role of the Finance Committee.

#### Meetings Attended:

Date	Details
14.11.2023	<ul style="list-style-type: none"> <li>Ballybay Community College – Evening of Music</li> </ul>
15.11.2023	<ul style="list-style-type: none"> <li>CE Forum Meeting</li> </ul>
16.11.2023	<ul style="list-style-type: none"> <li>IAU ETBs OAC meeting, Mullingar</li> <li>St. Aidans Comprehensive BOM Meeting</li> </ul>
17.11.2023	<ul style="list-style-type: none"> <li>Monaghan Youthreach Graduation</li> </ul>
18.11.2023	<ul style="list-style-type: none"> <li>Music Generation: A Deep Ravine – Hilton Park, Clones</li> </ul>
20.11.2023	<ul style="list-style-type: none"> <li>Tertiary Meeting with NTO in DKIT</li> </ul>
21.11.2023	<ul style="list-style-type: none"> <li>Interview by MI Multimedia Students re history of MI</li> <li>ICBAN Meeting</li> </ul>
22.11.2023	<ul style="list-style-type: none"> <li>CE and Directors Joint Forum - Mullingar</li> </ul>
23.11.2023	
24.11.2023	<ul style="list-style-type: none"> <li>Briefing on measuring Social Impact of FET</li> <li>Monaghan Institute Graduation in the Garage Theatre</li> </ul>
27.11.2023	<ul style="list-style-type: none"> <li>CMETB Audit and Risk Committee Meeting</li> </ul>
29.11.2023	<ul style="list-style-type: none"> <li>Kingscourt Youthreach Graduation</li> </ul>
30.11.2023	<ul style="list-style-type: none"> <li>CE Forum quarterly meeting with Solas/ETBI</li> </ul>
01.12.2023	<ul style="list-style-type: none"> <li>SMT meeting with CEO of Monaghan County Council</li> </ul>
05.12.2023	<ul style="list-style-type: none"> <li>Solas Funding 2024 Planning meeting</li> <li>Largy College Board of Governors Meeting, Clones</li> <li>Largy College Board of Management Meeting, Clones</li> </ul>
06.12.2023	<ul style="list-style-type: none"> <li>Stage 1 Meeting with Building Unit re Breifne College extension</li> <li>DOSD Forum meeting in Cavan Institute</li> </ul>
08.12.2023	<ul style="list-style-type: none"> <li>Meeting with Cavan County Council</li> <li>Youthreach BOM Meeting in Kingscourt</li> </ul>
11.12.2023	<ul style="list-style-type: none"> <li>FET Strategy &amp; Operations Meeting</li> </ul>
12.12.2023	<ul style="list-style-type: none"> <li>CPD for Deputy Principals in the Kilmore Hotel, Cavan</li> <li>CMETB Board Meeting in Cavan Institute</li> </ul>
13.12.2023	<ul style="list-style-type: none"> <li>CE Forum (with presentation from DFHERIS)</li> </ul>
14.12.2023	<ul style="list-style-type: none"> <li>CPD for Principals in the Kilmore Hotel, Cavan</li> <li>IAU Closing meeting re Pensions Audit</li> </ul>



	<ul style="list-style-type: none"> <li>• Cavan Youthreach Graduation, Moynehall, Cavan</li> <li>• FET Board Meeting – Cavan FET Campus</li> </ul>
18.12.2023	<ul style="list-style-type: none"> <li>• FET Showcase of Excellence event</li> </ul>
19.12.2023	<ul style="list-style-type: none"> <li>• CE Forum Meeting with DE Secretary General in Marlboro St.</li> </ul>
20.12.2023	<ul style="list-style-type: none"> <li>• Principals Meeting in Boardroom, Monaghan</li> </ul>
10.01.2024	<ul style="list-style-type: none"> <li>• Meeting with KWETB staff re SCP support arrangements</li> </ul>
11.01.2024	<ul style="list-style-type: none"> <li>• St. Aidan's BOM Meeting - Cootehill</li> </ul>
15.01.2024	<ul style="list-style-type: none"> <li>• Meeting with Design Team re Inver College extension</li> </ul>
16.01.2024	<ul style="list-style-type: none"> <li>• Audit Planning Meeting with ASM</li> </ul>
17.01.2024	<ul style="list-style-type: none"> <li>• CE Forum Meeting</li> </ul>
18.01.2024	<ul style="list-style-type: none"> <li>• Meeting in MI with local solar company re Training Service options</li> </ul>
23.01.2024	<ul style="list-style-type: none"> <li>• CMETB Special Board Meeting</li> </ul>
24.01.2024	<ul style="list-style-type: none"> <li>• Section Heads Meeting in Monaghan</li> </ul>
25.01.2024	<ul style="list-style-type: none"> <li>• Cavan LCDC Meeting</li> </ul>
29.01.2024	<ul style="list-style-type: none"> <li>• National Tertiary Office (NTO) Meeting in MI</li> </ul>
30.01.2024	<ul style="list-style-type: none"> <li>• NTO meeting re Dental Nursing Tertiary programmes</li> <li>• BOM of Bailieboro Community School</li> </ul>
31.01.2024	<ul style="list-style-type: none"> <li>• Attend closing session of ESOL L1&amp;L2 programme Validation Panel – QQI, in MI</li> </ul>
01.02.2024	<ul style="list-style-type: none"> <li>• National Apprenticeship Office Meeting re Phase 2 Apprenticeship training backlog</li> <li>• CMETB Finance Committee Meeting</li> </ul>
02.02.2024	<ul style="list-style-type: none"> <li>• CMETB Music Generation Committee Meeting</li> </ul>
06.02.2024	<ul style="list-style-type: none"> <li>• Follow up meeting with National Tertiary Office</li> </ul>
07.02.2024	<ul style="list-style-type: none"> <li>• DE Performance Delivery Agreement Meeting</li> </ul>
08.02.2024	<ul style="list-style-type: none"> <li>• FET Management and Quality Council Meeting</li> </ul>
09.02.2024	<ul style="list-style-type: none"> <li>• Principals Meeting</li> </ul>
12.02.2024	<ul style="list-style-type: none"> <li>• Meeting with Board Members re property matter</li> </ul>
14.02.2024	<ul style="list-style-type: none"> <li>• Meeting with Youth Affairs Unit of DCEDIY</li> </ul>
20.02.2024	<ul style="list-style-type: none"> <li>• CMETB Board Meeting</li> </ul>

Noted

### 11. Any Other Business

**12. Date of Next Meeting:** Wednesday 27 March @ 2pm



The meeting concluded at 5.05pm

Signed *Fiona M'Gault*  
Chief Executive

Signed *[Signature]*  
Chairperson

Date 27 March 2024

Date 27 March 2024