



Minutes of Meeting held on Wednesday, 27 March 2024

A meeting of Cavan and Monaghan Education and Training Board took place on Wednesday, 27 March 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, Rosena Donagh, Brendan Fay, Sean Fegan, Michelle Flynn, Clifford Kelly, Michéal Martin, David Maxwell, Martin McBreen, Joe McGrath, Rory McMahon, PJ O’Hanlon, Sarah O’ Reilly, Aíne Smith and Patricia Walsh.

Leithsceil: None

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
Seamus Enright, Anglo Celt

1 Preliminary

1.1 Welcome

The Chairperson PJ O’Hanlon welcomed all present including new member, parent representative, Rory McMahon to his first Board meeting.

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. 01/03/2024

“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 C Brady

Passed Unanimously

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This concluded the "In Committee business."



It was resolved: R. 04/03/2024

“that “In-Camera” business had been concluded.”

Proposed by Mr M Martin

Seconded by Cllr A Smith

Passed Unanimously

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

1.4 Condolences

- To Shirley Wrenne (Cavan Admin Office) on the death of her aunt Kathleen Teseroro.
- To Eileen Curtis (CE, Kilkenny Carlow ETB) on the death of her mother Bridget Harley.
- To Irene McAvinue (Training Services) on the death of her mother Mary McAvinue.
- To the McMahon family on the death of Gráinne O'Reilly McMahon (Retired Adult Ed Tutor).

1.5 Minutes of Meeting

It was resolved: R. 05/03/2024

“to adopt minutes of the meeting of Cavan and Monaghan ETB held on 20 February 2024”.

Proposed by Cllr C Kelly

Seconded by Cllr C Brady

Passed Unanimously

1.6 Matters Arising

Items carried forward to the next meeting

With the Annual Financial Statement 2023 being the main business of today's meeting, the Chair advised that the approval of *ETB Post-Primary Terms of Reference* and the presentation on the selection process will be put on the Agenda of the May Board meeting.

A Board member enquired if contact had been made with the union regarding a meeting with management. The CE confirmed that contact had been made with TUI.

2 Correspondence and Matters Arising

2.1 Correspondence



2.1.1 Department of Education Circulars

Circular Number	Details
Circular 0016/2024	Prescribed Material for the Leaving Certificate English Examination in 2026
Circular 0018/2024	Graduate Certificate in Autism Education for teachers working with Autistic Pupils in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools, 2024/2025
Circular 0019/2024	Post-Graduate Diploma Programme of Teacher Professional Learning for Special Education Teachers, 2024/2025
Circular 0023/2024	Responsibilities of Data Controllers of the Education Sponsor Agreement Joint Data Controller Arrangement Between the Department of Education and the Department of Children, Equality, Disability, Integration and Youth and the Managerial Authorities of Recognised Post-Primary, Community and Comprehensive Schools and the Chief Executives of Education and Training Boards
Circular 0024/2024	Post-Graduate Certificate/Diploma of Teacher Professional Learning for Teachers working with Students with Special Educational Needs (Autism)
Circular 0026/2024	Prescribed Material for the Leaving Certificate Examinations in 2026
Circular 0027/2024	Cycle to Work Scheme for ETB Employees
Circular 0030/2024	Arrangements for the Election of Staff to Education and Training Boards (2024)

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
28.02.2024	Performance Delivery Agreement 2024 signed

Read

2.1.3 Department of Education Finance Correspondence

Date	Subject
07.03.2024	Letter of Assurance re internal control and audit arrangements for ESBS-ETB Payroll Shared Services

Read

2.1.4 Finance Correspondence Solas

Date	Subject
29.02.2024	Decision Gate 3: Approval for Contractor to commence Electrical Works at Cavan FET Campus



29.02.2024	Devolved Capital Grant 2024 Terms and Conditions
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Read

2.1.5 Correspondence from other Sources- Finance

Date	From	Subject
21.02.2024	DCEDIY	ETB Youth Funding Grant €83,899.50
21.02.2024	DCEDIY	Integration Funding Grant €31,500
04.03.2024	DSP	School Meals (Local Projects) Scheme 2023-2024: Inver College; Revised Allocation
11.03.2024	DCEDIY	UBU Your Place Your Space 2024 – Additional Funding Allocation – Resilience and Effectiveness Process €16,000
20.03.2024	DCEDIY	Local Youth Club Grant Scheme €67,865

Read

2.1.6 Correspondence from other Sources- General

Date	From	Subject
21.02.2024	A.B. O'Reilly, Dolan & Co. Solicitors	Expression of Interest for sale of lands to CMETB adjacent to Virginia College
05.03.2024	Cllr S O'Reilly	Motion to reverse CMETB decision 26 November 2018
07.03.2024	Dept of Environment Climate and Communications	Public Sector Decarbonisation and Energy Efficiency Performance
13.03.2024	Castleblayney Drama Festival	Thanks for support
18.03.2024	Virginia Show Society	Extension of Virginia College

Read

2.1.7 Correspondence Sent

Date	To	Subject
12.03.2024	A.B. O'Reilly Dolan & Co. Solicitors	Holding response re lands adjacent to Virginia College
21.03.2024	Virginia Show Society	Response re meeting with Design Team

Read



2.2 Correspondence: Matters Arising

The CE advised following the recent issue of DE Circular 0030/2024: Arrangements for the Election of Staff to Education and Training Boards (2024), notice re the arrangements will need to be sent to CMETB staff over Easter, in order to meet the required deadlines.

A member asked if the Devolved Capital Grant had been increased since last year. DFET advised the grant is the same as last year, it is a fixed amount and determined by the size of the ETB and it was increased a number of years ago. There will be an opportunity later in the year to bid for additional funds.

2.2.1 Motion to reverse CMETB decision of 26 November 2018

The CE advised the Board the following motion was submitted by Cllr S O'Reilly (see **correspondence list**)

"That Cavan Monaghan ETB reverse the decision of the 26th November 2018 to amalgamate St. Bricin's College, Belturbet and St. Mogue's College, Bawnboy."

A similar motion was submitted by Cllr A Smith. As both motions referred to the same matter the first motion received from Cllr S O'Reilly was placed on the Agenda (as per **Standing order no. 8.1**)

As both motions were similar the Chair asked Cllr S O'Reilly if she was agreeable for both her motion and Cllr A Smith's motion to be taken together. Cllr S O'Reilly agreed.

Cllr S O'Reilly proposed the Board reverse the decision made in 2018 before the end of this Boards term. Cllr O'Reilly stated that engagement and consultation with the communities involved was insufficient and that at the time of the decision the Board was not aware of all the facts. Since then, enrolments in both schools have increased with significant investments made by the DE. However, there is still an unease in Belturbet and Bawnboy, that the decision made in 2018 is there in the background of all the positives and progress. The communities and people need security and want to retain their schools.

Cllr A Smith also proposed the motion to reverse the decision made in 2018. Cllr Smith acknowledged the increase in enrolments, the newly completed accommodation in St. Bricin's and the additional accommodation under construction at St. Mogue's. Cllr Smith noted that Minister Norma Foley met a deputation organised by Brendan Smith TD in 2021 to discuss the future of both schools and the Minister gave a clear commitment that she would approve additional accommodation, dependant on enrolment trends and that she wouldn't be found wanting in supporting St Mogue's and St Bricin's. She has honoured her commitment with the new accommodation at both schools. These developments justify the proposal to rescind the decision made in 2018 to amalgamate both schools.



It was resolved: R. 06/03/2024

“to rescind the resolution made by CMETB on 26 November 2018 to amalgamate St. Mogue’s and St. Bricin’s into a single entity.

Proposed by Cllr S O’Reilly and Cllr A Smith
Seconded by Cllr B Fay

Passed Unanimously

The CE confirmed the DE will be advised of the Boards decision. The CE reiterated that CMETBs main objective is to always put the learners first and support the needs of all its schools, subject to DE funding.

3 Code of Practice for the Governance of ETBs

3.1 Annual Board Self-Evaluation Questionnaires

The Chairperson reported that 11 completed questionnaires were returned and reviewed. 91% of responses fell in to “satisfied” or “very satisfied” scoring categories, which is a very positive outcome. 7% were “neither satisfied or dissatisfied” and 1% fell into the “dissatisfied” category. As a follow up to last year’s self-evaluation questionnaire recommendation, Governance training was provided to the Board, Finance and Audit and Risk Committees in June 2023.

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 2023, 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. 07/03/2024

Proposed by Mr M Martin
Seconded by Cllr C Kelly

Passed Unanimously

4.2 Annual Financial Statements 2023

Ms Amanda Taylor, Finance Officer, briefed the meeting on the Annual Financial Statements for 2023. She reported that the closing balance for 2023 is a surplus of €2.61m. The Board



thanked the CE, DOSD, Finance Officer and school/centre staff for their ongoing management of budget expenditure and reporting.

It was resolved: R. 08/03/2024

“to adopt the **Annual Financial Statements 2023**”.

Proposed by Cllr C Kelly
Seconded by Mr J McGrath

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 2023 to CMETB, which the Board considered.

It was resolved: R. 09/03/2024

Proposed by Mr M Martin
Seconded by Cllr C Kelly

Passed Unanimously

4.3.2 Finance Committee Minutes

It was resolved: R. 10/03/2024

“to adopt the minutes of the meeting of the Finance Committee held on 01 February 2024”.

Proposed by Cllr C Kelly
Seconded by Mr J McGrath

Passed Unanimously

4.3.3 Finance Committee Report 01 February 2024 to CMETB

Noted

5 Audit and Risk Committee

5.1.1 Report from Audit and Risk Committee to CMETB



It was resolved: R. 11/03/2024

“to adopt the **Report from the Audit and Risk Committee to CMETB**”

Proposed by Mr S Fegan
Seconded by Cllr M Argue

Passed Unanimously

5.1.2 Audit and Risk Committee Minutes

It was resolved: R. 12/03/2024

“to adopt minutes of the meeting of the Audit and Risk Committee held on 27 November 2023”.

Proposed by Cllr S Conlon
Seconded by Cllr M Argue

Passed Unanimously

5.1.3 Audit and Risk Committee Report 27 November 2023 to CMETB

Noted

6 OSD Matters

6.1 Land and Buildings Report

The DOSD gave a comprehensive presentation on the Land and Buildings report. (see **Appendix A**). The Board thanked the DOSD for the continued progress made in relation to a number of projects. A member noted the strict time frame required for delivery of the modular unit at Inver College, which is essential for September. Beech Hill College and Gaelscoil Lorgan projects were also discussed. A member queried whether staff toilets and a staff room are included in the planned extension for Virginia College. DOSD confirmed the Land and Buildings unit are in regular contact with the DE in order to progress a number of urgent projects.

The Chair acknowledged the recent official opening of the new Youthreach premises on Main Street, Carrickmacross. He thanked the members for supporting the project, in particular Cllr C Carthy. It was suggested that a bigger CMETB sign should be erected on the front of the building, subject to conforming with local Municipal District regulations re signage in the town.



A member sought clarity on the FET College of the Future project, having become aware that CMETB is now competing with 11 other projects for funding instead of the initial understanding that funding was ringfenced for CMETB and another ETB for their projects.

A member enquired what developments there have been regarding the divesting of Primary Schools to CMETB. DoS advised there is a pilot project in progress for eight counties, with one transfer of patronage to an ETB agreed so far. There are other patron bodies involved also. Progress is likely to be slow until after the pilot project is completed.

6.1.1 Leases/Contracts

DOSD sought approval from the Board to progress discussions to extend a number of leases due to expire on 31 December 2024.

It was resolved: R. 13/03/2024

“ to progress negotiations for the renewal of leases on EU House, Monaghan, Carrickmacross Workhouse and Cootehill Youthreach before their expiry date on 31 December 2024”.

Proposed by Cllr C Kelly

Seconded by Mr M Martin

Passed Unanimously

6.2 Risk Management Report

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

Noted

6.3 Summary of Executive Orders

No business

6.4 Use of Facilities

CMETB Centre	Requester	Dates Required
Castleblayney College (Biology Room, Corridors, 2 Classrooms & Car Parking)	Video Nasty Production DAC	3rd & 4th April from 11am to 6pm
Castleblayney College (Canteen, 6 Classrooms)	County Monaghan Community Games	22nd and 23rd May 2024 from 5.30pm to 9pm
Castleblayney College (PE Hall, Tarmac Yards & Grass Pitch)	Drumlins Sports Camp	Monday 22nd July Friday 26th July 2024 from 9am to 2.30pm



Castleblayney College (Sports Hall)	Badminton Ireland	15th July 2024 to 18 July 2024 from 10am to 2pm each day
Castleblayney College (Sports Hall)	Monaghan LGFA	Wednesday 20th March 2024 from 8pm to 9.30pm
Cavan Institute (Laboratory)	RehabCare Longford	Thursday 22nd February 2024 from 11.30am to 1.30pm
Cavan Institute (Large Room)	Cavan & Monaghan Community Vaccination Service	Monday 11th March & Thursday 14th March from 10am to 2.30pm
Inver College (1 room)	Fun Doodles Art Club	Every Tuesday, Wednesday and Thursday from 5th March to 30th May 2024
Inver College (PE Hall)	Donaghmoyne Community Games	Wednesday 28th February, Friday 1st March, Tuesday 5th March, Fridays 8th, 15th, 22nd, 20th March and 5th April, 12 April & Sunday 14th April from 7pm to 8.30pm
Inver College (PE Hall, Rooms 22, 23)	Northeast Musical & Dramatic Society	7th April 2024 from 11am to 4pm
Inver College (Sports Hall)	Carrickmacross Emmets	15th to 22nd March 2024 from 6pm to 7pm
Virginia College (Classrooms & Canteen)	Ramor United GFC	Tuesday 27th February 2024 from 7pm to 9.30pm
Virginia College (Show Field)	English Language Made Easy	5th to 19th July 2024 from 9am to 5.30pm
Virginia College (Sports Hall, Yard, Sports Field)	Drumlins Sports Camp	Monday 29th July to Friday 2nd August 2024 from 9am to 2.30pm daily

It was resolved: R. 14/03/2024

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

Proposed by Mr M Martin

Seconded by Mr M McBreen

Passed Unanimously

6.5 Other Matters: No business

7 Strategy Statement 2022-2026

7.1 Policies: No business

7.2 SLA/MOU/Consortium Agreement: For noting



Item No.	Organisation	Project Title
7.2.1	ISPCC	Bounce Back South East
7.2.2	ISPCC	Bounce Back West Cavan
7.2.3	ISPCC	Include Youth Service
7.2.4	ISPCC	Monaghan ISPCC
7.2.5	Monaghan Youth Federation T/A Youth Work Ireland Cavan Monaghan	Bounce Back South East
7.2.6	Monaghan Youth Federation T/A Youth Work Ireland Cavan Monaghan	Bounce Back West Cavan
7.2.7	Monaghan Youth Federation T/A Youth Work Ireland Cavan Monaghan	Include Youth Service
7.2.8	Articulation Agreement between Monaghan Institute and DKIT	9 BA Honours Programmes
7.2.9	Articulation Agreement between Cavan Institute and DKIT	9 BA Honours Programmes
7.2.10	Articulation Agreement between Monaghan Institute and DKIT	BA Creative Media

Noted

8 Committees and Reports

8.1 Further Education and Training

8.1.1 DFET Report

Director of Further Education and Training gave an update on FET activities since the February meeting (see **Appendix C**)

A member suggested that consideration be given to holding an event to mark Seachtain na Gaeilge.

A Board member asked that the CE write to Minister Simon Harris to thank him for his support for CMETB during his time as Minister for Further and Higher Education, Research, Innovation and Science and to congratulate him on becoming leader of the Fine Gael party and his upcoming appointment as Taoiseach.

Noted

8.1.2 CMETB FET Board: No business

8.1.3 Boards of Management



8.1.3.1 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. 15/03/2024	Cavan Institute	14.12.2023	P: Cllr C Kelly S: Cllr M Argue
R. 16/03/2024	Monaghan Institute	13.12.2023	P: Cllr S Conlon S: Mr J McGrath

Passed Unanimously

8.1.4 Youth Work Committee: No business

8.1.5 FET Policies: No business

8.1.6 Child Protection:

8.1.6.1 Child Safeguarding Statement

Monaghan Institute - Annual Review of Child Safeguarding Statement.

Noted.

8.1.7 Anti-Bullying: No business

8.2 Schools

8.2.1 DoS Report

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

The members welcomed the recent announcement of the introduction of the new Junior Cycle Schoolbooks Scheme, which is a very positive development that will benefit both students and parents, especially in DEIS schools. Funding has been provided for an Aide to assist with the Administration of the scheme. A member asked the CE to write to Minister Foley to compliment her on this development and to request that she consider extending the scheme to include Senior Cycle students also, subject to budget availability.

DoS outlined that under Senior Cycle Reform every subject will have a practical element. Members emphasised the importance of avoiding over assessment and putting additional strain on students. There was also discussion on the timing of oral exams over the Easter break, with some students scheduled for two different orals on the one day.



A Board member asked that a letter is sent to the DE to request that the current eligibility criteria for the school transport scheme is expanded, so that the service is made available for all school going children including those eligible for free transport and those who would need to buy a bus ticket.

Noted

8.2.2 Boards of Management

8.2.2.1 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. 17/03/2024	Ballybay Community College	17.01.2024	P: Mr M Martin S: Cllr C Brady
R. 18/03/2024	Beech Hill College	29.01.2024	P: Cllr A Campbell S: Mr J McGrath
R. 19/03/2024	Breifne College	05.12.2023	P: Cllr B Fay S: Cllr C Brady
R. 20/03/2024	Coláiste Dún an Rí	10.01.2024	P: Cllr C Kelly S: Cllr C Brady
R. 21/03/2024	Inver College	18.01.2024	P: Cllr PJ O'Hanlon S: Cllr A Campbell
R. 22/03/2024	Largy College	23.01.2024	P: Cllr S Conlon S: Mr J McGrath
R. 23/03/2024	Coláiste Oiriall	10.01.2024	P: Cllr S O'Reilly S: Cllr C Brady
R. 24/03/2024	St. Bricin's College	31.01.2024	P: Cllr B Fay S: Cllr S Fegan
R. 25/03/2024	Virginia College	22.01.2024	P: Cllr M Argue S: Mr S Fegan

Passed Unanimously

8.2.3 School Based Policies for noting: No business

8.2.4 Child Protection

8.2.4.1 Child Safeguarding Annual Statement Review

- Castleblayney College

Noted



8.2.5 Anti-Bullying Policy Annual Review

No business

9 **Attendance Approval:** No business

10 Chief Executive Report

Meetings Attended:

Date	Details
21.02.2024	<ul style="list-style-type: none"> CE Forum, Athlone ETBI FET Conference, Athlone
22.02.2024	<ul style="list-style-type: none"> ETBI FET Conference, Athlone
23.02.2024	<ul style="list-style-type: none"> Meeting with ATU re Tertiary project Creative Youth Arts Committee in Iontas Theatre, Castleblayney
26.02.2024	<ul style="list-style-type: none"> Solas Performance meeting in FET Campus, Cavan Coláiste Dun an Ri Allocation Planning Meeting St. Aidan's Comprehensive, BOM Meeting, Cootehill
27.02.2024	<ul style="list-style-type: none"> Opening meeting with Auditors ASM Ballybay Community College Allocation Planning Meeting St. Mogue's College Allocation Planning Meeting Breifne College Allocation Planning Meeting Virginia College Allocation Planning Meeting
29.02.2024	<ul style="list-style-type: none"> St. Bricin's College Allocation Planning Meeting IAU Youth Service Audit, Closing Meeting Cavan LCDDC Meeting
01.03.2024	<ul style="list-style-type: none"> ETBI ICT Workshop
05.03.2024	<ul style="list-style-type: none"> Signing of Articulation Agreements with DkIT Audit and Risk Committee Meeting
06.03.2024	<ul style="list-style-type: none"> Meeting with Auditors
07.03.2024	<ul style="list-style-type: none"> CEs Quarterly Solas Meeting Meeting with SCP Co Ordinator's, TESS, LMC Chairpersons
08.03.2024	<ul style="list-style-type: none"> Launch of Journeys Podcast in FET Campus, Cavan as part of Adult Learners Week
11.03.2024	<ul style="list-style-type: none"> NAO Apprenticeship Update Meeting, with Minister Harris
12.03.2024	<ul style="list-style-type: none"> ETB Week 2024, ETBI Meeting re The International ETB Meeting with Enterprise Ireland in the FET Campus re Supply Chain Logistics and Procurement (SCLP) project
13.03.2024	<ul style="list-style-type: none"> ETBI CE Forum meeting
14.03.2024	<ul style="list-style-type: none"> ETB Week 2024: ETBI Main event in Thomond Park Stadium, Limerick
16.03.2024	<ul style="list-style-type: none"> St. Patrick's College Cavan – 150th Anniversary Celebration
20.03.2024	<ul style="list-style-type: none"> Finance Committee Meeting
21.03.2024	<ul style="list-style-type: none"> Meeting with Monaghan County Council SMT Meeting with DE Buildings section
22.03.2024	<ul style="list-style-type: none"> Official opening of Youthreach Carrickmacross new premises



25.03.2024	• IBEC Meeting
27.03.2024	• CMETB Board Meeting

Noted

11. Board Workplan

Noted

12. Date of Next Meeting: Tuesday 14 May @ 2pm

The meeting concluded at 4.40pm

Signed Fiona McGee
Chief Executive

Date 14 May 2024

Signed [Signature]
Chairperson

Date 14 May 2024