



Minutes of Meeting held on Tuesday, 18 July 2023

A meeting of Cavan and Monaghan Education and Training Board took place on Tuesday, 18 July at 2pm, in Monaghan Institute, Armagh Road, Monaghan.

Cathaoirleach: Carmel Brady

Baill I Lathair: Madeleine Argue, April Anna Barker (2.45pm), Carmel Brady, Aidan Campbell, Sean Conlon, Brendan Fay, Sean Fegan, Clifford Kelly, Michéal Martin, David Maxwell, Martin McBreen, Joe McGrath, PJ O'Hanlon, Sarah O'Reilly, Aíne Smith.

Leithsceil: Colm Carthy, Rosena Donagh, Michelle Flynn, and Patricia Walsh.

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

Michelle Taite, 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 during the meeting they must declare at that stage.



1.3 OSD Matters: In Committee Business

“In Camera business”

It was resolved: R. 01/07/2023

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

Proposed by Cllr C Kelly

Seconded by Cllr A Campbell

Passed Unanimously

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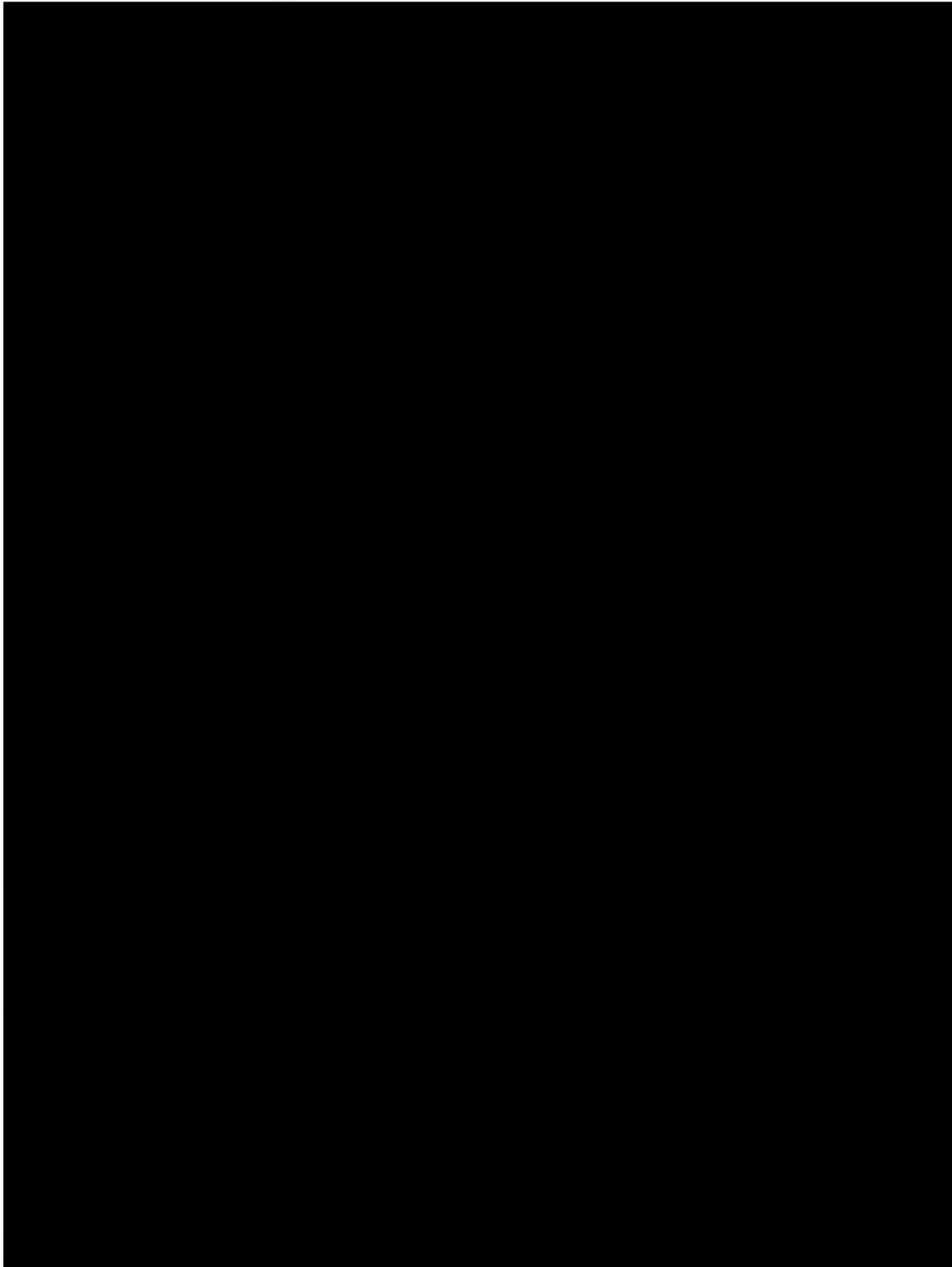
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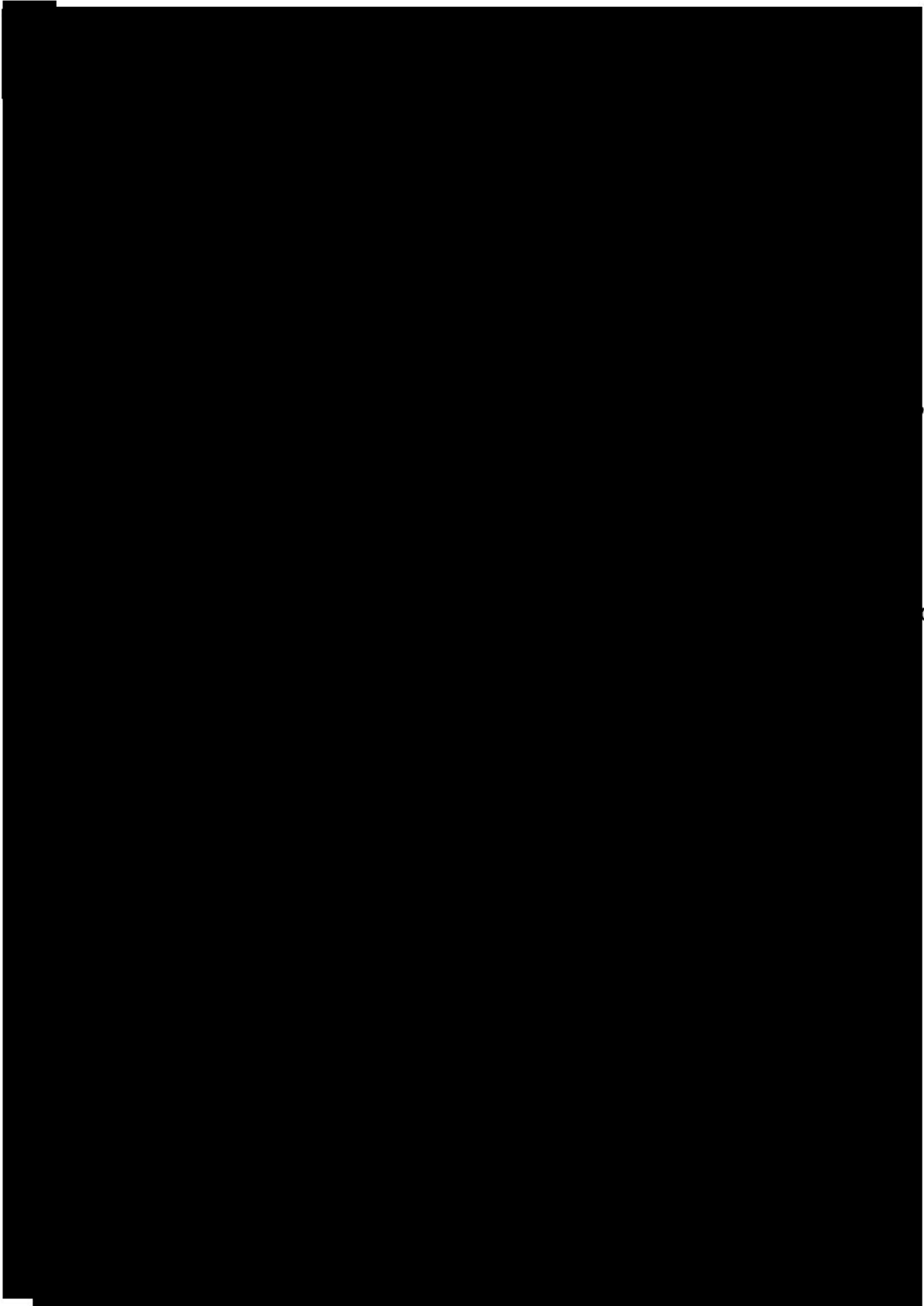
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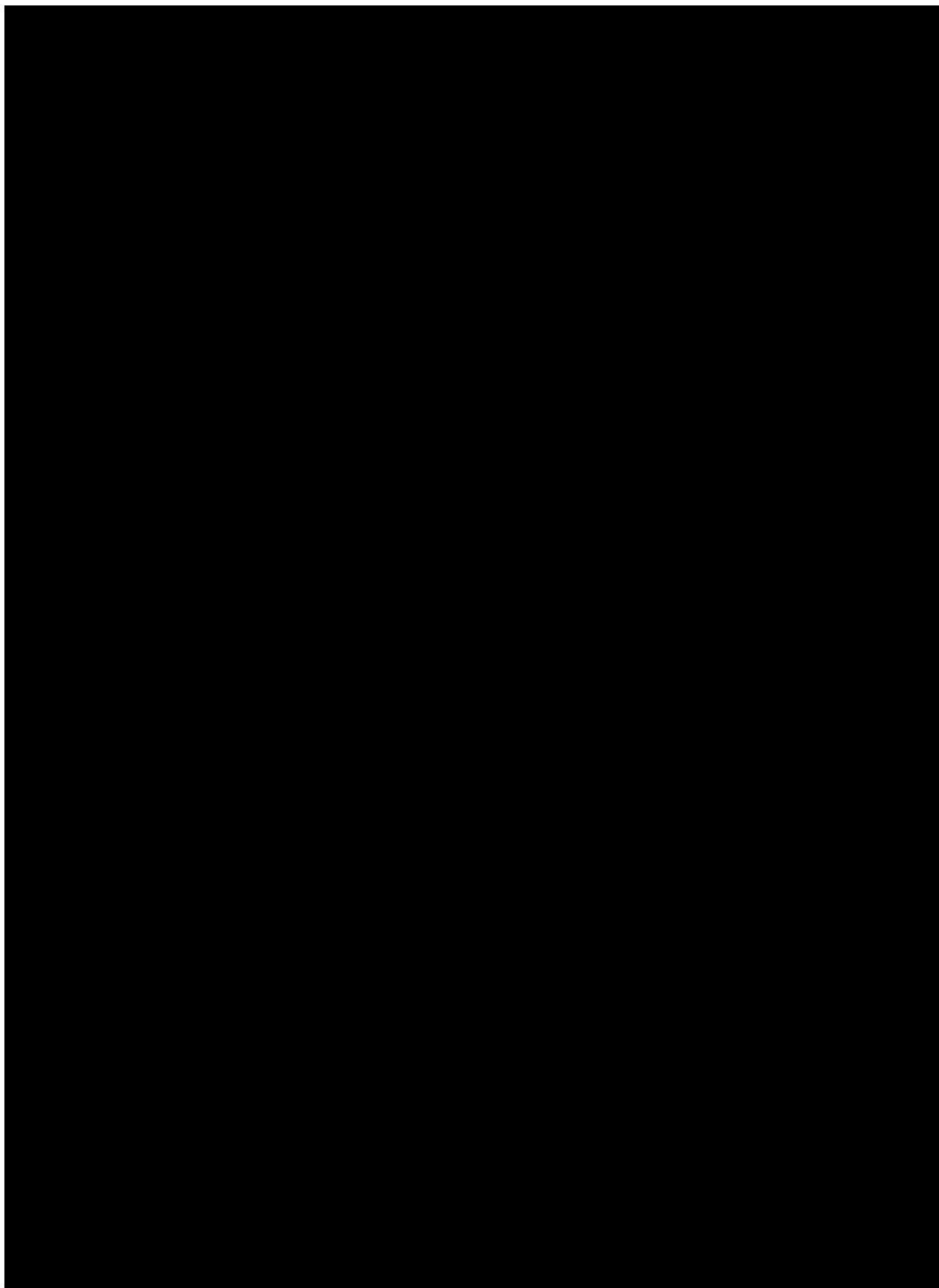
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It was resolved: R. 08/07/2023

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

Proposed by Cllr A Campbell

Seconded by Mr M Martin

Passed Unanimously

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

1.4 Apologies / Absence Approval

It was resolved: R. 09/07/2023

“to approve the absence of Colm Carthy, Rosena Donagh, Michelle Flynn,
and Patricia Walsh”.

Proposed by Mr J McGrath

Seconded by Cllr M Argue

Passed Unanimously

Condolences

- To Carmel Brady (CMETB Chairperson, CMETB Board) on the death of her aunt Bridget Barek, Memphis, Tennessee.
- To Mary Connolly on the death of her husband Pat Connolly (Retired Teacher Beech Hill College).
- To the family of Laura Donohoe, ATI Apprentice Student with Monaghan Institute.
- To Aoife Wylie (Monaghan Admin Office) on the death of her father, Colm Grant.
- To Sandra Norman (Breifne College) on the death of her father Raymond Norman.
- To Ellen McElroy (Monaghan Admin Office) on the death of her brother Laurence Halpin.
- The Séamus and Dolores Deeney on the death of their son Dónal (Former Student of Coláiste Oiriail)

Tribute to John Heaphey

The CE delivered a tribute to the late John Heaphey, former Principal of Beech Hill College, Monaghan who died on 1 May 2023. John retired in 2008 following 42 years of service with Co Monaghan VEC. All Board members wished to be associated with the tribute and condolences to John's wife Ger and family.

Congratulations

- To Monaghan County GAA senior and minor teams and their managers on their recent success in reaching the All-Ireland Semi-finals. As the Senior Manager Mr V Corey is a teacher in Castleblayney College and the Minor Manager Mr D Maloney is a past pupil of Castleblayney College, it was suggested the September Board meeting be held in Castleblayney College if possible, and to invite the two managers to the meeting in recognition of both achievements.
- To Monaghan County Senior Hurlers Management and team on their success in June on winning the Lory Meagher Cup in Croke Park.



1.5 Minutes of Meeting

1.5.1 Minutes of Meeting: 16 May 2023

It was resolved: R. 10/07/2023

“to adopt the minutes of the meeting of Cavan and Monaghan ETB held on 16 May 2023”.

Proposed by Cllr C Kelly

Seconded by Mr M McBreen

Passed Unanimously

1.6 Matters Arising

Corrard House - Meeting with Cavan County Council

The meeting has yet to be arranged with Cavan Co Council regarding Corrard House.

2 Correspondence and Matters Arising

2.1 Correspondence

2.1.1 Department of Education Circulars¹

Circular Number	Details
Circular 0026/2023	Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2023/2024 school year

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



Circular 0027/2023	NQF Level 9 Graduate Diploma in Social Personal and Health Education/Relationships and Sexuality Education (SPHE/RSE) Programme 2024
Circular 0028/2023	Arrangements for the implementation of the Framework for Junior Cycle with particular reference to the school year 2023/2024.
Circular 0029/2023	Brief absences for staff other than persons employed as Teachers and SNAs employed in ETBs
Circular 0033/2023	Carer's Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools

Read

2.1.2 Department of Education Correspondence - General

Date	Subject
21.06.2023	Letter of Thanks to REALT
03.07.2023	Changes to the Public Service Sick Leave Scheme w.e.f 04.09.2023
06.07.2023	Seeking the continued secondment of Dr Padraig Kirk to facilitate his appointment to Managing Director of Oide, for the period up to 31 August 2024

Read

2.1.3 Department of Education Correspondence - Finance

Date	Subject
02.06.2023	Additional Accommodation Scheme: Approval of Modular accommodation for Inver College

Read



2.1.4 Department of Education Correspondence – Land and Buildings

Date	Subject
04.05.2023	Approval for funding to acquire site (2.2 acres) to rear of Castleblayney College.
23.05.2023	Approval to proceed to tender for Devolved Project at Gaelscoil Lorgan, Castleblayney, Co Monaghan

Read

2.1.5 Solas Correspondence - Finance

Date	Subject
07.06.2023	FET Learner Payments Policy and Operating Guidelines

Read

2.1.6 Correspondence from Others - Finance

Date	From	Subject
24.04.2023	IPB Insurance	IPB Members Commercial Dividend 2023: €60,166.62 received on 08.05.2023
26.06.2023	Cavan County Council	Funding Agreement between Cavan Co Council and CMETB for delivery of the Planet Youth –Increased opportunities for Leisure Time Initiative under the ‘Healthy Cavan’ subgroup of Cavan LCDS
03.07.2023	Léargas	Erasmus+ Agreement number: 2023-1-IE01-KA122-SCH-000127033 – Monaghan Institute
03.07.2023	Léargas	Erasmus+ Agreement number: 2023-1-IE01-KA121-SCH-000135983 – Cavan Institute

Read



2.1.7 Correspondence from Others – General

Date	From	Subject
09.05.2023	An Garda Síochána	DPP Direction on complaint of fraud.
02.06.2023	Director of Public Prosecutions	Response to CMETB for application for reason for DPP Direction
22.06.2023	DCEDIY	Press Release: Minister O’Gorman welcomes launch of the first calls for Applications under new PEACE Plus Programme
23.06.2023	DCEDIY	Press Release: Minister O’Gorman announces 2023 LGBTI+ Community Services Funding Call
07.07.2023	DFHERIS	Press Release: Historic change in third level education as Minister Harris announces degree programmes available outside the points system. List of 23 Degree Courses available under the Tertiary Programme
11.07.2023	Bailieborough Community School	Notice of appointment of Deputy Principal w.e.f. 01 September 2023
15.07.2023	Representatives of Virginia Show Society	Retention of original building at Virginia School
17.07.2023	Sean McKiernan	Resignation from BOMs: Tanagh, Youthreach and Breifne College.
17.07.2023	Ciaran Fitzpatrick	Corrard House Sheds
18.07.2023	Representatives of Virginia Show Society	Request to meet CMETB Board

Read



2.1.8 Correspondence received from IAU-ETBs

Date	Details
20.03.2023	IAU ETBs Local Training Initiatives Sectoral Report
25.05.2023	IAU Annual Report 2022

Read

2.1.9 Correspondence received from ETBI

Date	Details
05.07.2023	Notice of ETBI Conference 27 & 28 September in Cork City Hall

Read

2.1.9.1 Correspondence Sent

Date	To	Subject
22.05.2023	Bailieborough Community School	Confirmation of Appointments to the Board of Management
17.07.2023	Representatives of Virginia Show Society	Reply re Retention of Building at Virginia School

Read

2.2 Matters Arising

2.2.1 ETBI Annual Conference: 27 – 28 September 2023 in Cork City Hall

The Board members were advised to forward their nominees to the Administrator as soon as possible which will be approved at September meeting.



3 Audit and Risk

3.1 Audit and Risk Committee

3.1.1 Minutes 01.03.2023

It was resolved: R. 11/07/2023

“to adopt the minutes of the meeting of the Audit and Risk Committee held on 01 March 2023”.

Proposed by Mr S Fegan

Seconded by Cllr C Kelly

Passed Unanimously

4 Finance

4.1 Finance Committee

4.1.1 Minutes 21.03.2023

It was resolved: R. 12/07/2023

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

Proposed by Mr J McGrath

Seconded by Cllr D Maxwell

Passed Unanimously

4.2 Public Spending Code

The DOSD gave a presentation on the Code of Practice Requirements of the Public Spending Code. (see **Appendix A**)

4.2.1 Minutes of meeting of Public Spending Code Quality Assurance Group.



It was resolved: R. 13/07/2023

“to adopt the Minutes of the meeting of the Public Spending Code Quality Assurance Group held on 30 June 2023.”

Proposed by Cllr PJ O’Hanlon

Seconded by Cllr C Kelly

PASSED UNANIMOUSLY

4.2 Finance Update

Ms Amanda Taylor, Finance Officer, briefed the meeting on the Financial Report for June 2023.

5 OSD Matters

5.1 Land and Buildings

5.1.2 Land and Buildings Report

The DOSD gave an informative presentation on the Land and Building Report which included a timeline on the progress of all the current projects. (see **Appendix B**)

The Board members commended the Government on the substantial capital funding to CMETB to deliver so many buildings to ETB schools and non-ETB schools in Cavan and Monaghan. The Board also thanked the Executive for the extensive work involved to secure the capital funding for these projects.

5.2 Risk Management Report

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



5.3 Summary of Executive Orders: No business

5.4 Use of Facilities

CMETB Centre	Requester	Dates Required
Castleblayney College (Ground floor rooms & outside ground)	Castleblayney Care	Monday 24 July 2023 to Friday 28 July 2023 from 9am to 3pm
Cavan Institute (Car park)	Cavan Arts Festival	Saturday 21st May & Sunday 22nd May 2023 from 9am to 11pm
Virginia College (show field & classroom)	English Language Made Easy (Summer Camp)	Monday 10th to Friday 21st July 2023 from 9am – 6pm
Ballybay College (Football Field)	Ballybay Youth Club - Youth Work Ireland Cavan Monaghan	From Wednesday 21st June 2023 for 6 to 8 weeks from 5.15pm to 6.30pm
Cavan Institute (Car park)	Teach Oscail Family Resource Centre	7 July 2023 from 12pm to 9pm
Breifne College (Indoor Hall)	LGFA	15th & 16th July 2023 from 9am to 5pm
Virginia College (Pitch Area)	Starcamp Ltd	Monday 24 July 2023 to Friday 28 July 2023 from 8.30am to 2.30pm
Cavan Institute (Car park)	Cavan County Council (Cavan Calling Programme)	Saturday 29th July from 9.30am to 10.30pm

It was resolved: R. 14/07/2023

“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:

6.2.1 Service Level Agreements for noting:

Item No.	Organisation	Project Title
6.2.1.1	Léargas	Erasmus+ Agreement number: 2023-1-IE01-KA122-SCH-000127033 – Monaghan Institute
6.2.1.2	Léargas	Erasmus+ Agreement number: 2023-1-IE01-KA121-SCH-000135983 – Cavan Institute
6.2.1.3	Cavan County Council	Cavan County Council and CMETB: Planet Youth – Increased opportunities for Leisure Time Initiative under the Cavan LCDC 'Healthy Cavan'

Noted



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**). A Board member complimented the Youthreach Centres on their excellent work to enable students' progress through access programs to join Cavan and Monaghan Institutes to continue their education. The Board requested a Youthreach Co Ordinator attend a forthcoming Board Meeting, to give a presentation on the work they do. DFET and the Board members congratulated Dr Niall McVeigh on his recent appointment as Director of Cavan Institute and wished him well. He will take up his position in September. Cllr C Kelly, Chair of Cavan Institute Board of Management thanked current Director of Cavan Institute, Ann Marie Lacey for the long-standing service and commitment she gave to Cavan Institute over the past 17 years and in particular her involvement in the recent successful announcement by Minister Simon Harris of €40m investment for a new FET College of the Future at Cavan Institute.

7.1.2 CMETB FET Board Minutes

7.1.2.1 CMETB FET Board Minutes:

It was resolved to **adopt the minutes** of the meeting of the FET Board as follows:

Resolution No.		Date	Proposed / Seconded
R. 15/07/2023	FET Board Minutes	20.03.2023	P: Mr J McGrath S: Cllr M Argue

PASSED UNANIMOUSLY



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. 16/07/2023	Monaghan Institute	27.03.2023	P: Cllr J McGrath S: Cllr S Conlon
R. 17/07/2023	Tanagh OETC	20.02.2023	P: Cllr C Brady S: Cllr S O'Reilly
R. 18/07/2023	Youthreach	28.03.2023	P: Cllr C Kelly S: Cllr S O'Reilly

Passed Unanimously

7.1.4 Youth Work Committee: No business

7.1.5 Nominations of Community Representatives to BOM's

Resolution No.	Centre	Nominee	Proposed / Seconded
R. 19/07/2023	Tanagh OETC	Tiarnán Ó Duinnchinn	P: Cllr S Conlon S: Cllr D Maxwell
R. 20/07/2023	Garage Theatre	Tommy McCormack	P: Cllr P O'Hanlon S: Mr M Martin
R. 21/07/2023	Youthreach	Tiarnán Ó Duinnchinn	S: Cllr D Maxwell P: Cllr S Conlon
R. 22/07/2023	Monaghan Institute	Noreen McDonnell	P: Cllr D Maxwell S: Cllr S Conlon

Passed Unanimously



7.1.6 FET Policies:

No business

7.1.7 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**). As requested at the last meeting the DoS advised that a single Calendar has been devised for all Principals and Centre Managers to use when booking BOM meetings which should avoid clashes of Board, BOM and Committee meetings.

The DoS also paid tribute Dr N McVeigh for his service and commitment to Castleblayney College over the last 6 years and wished him well in his new role as Director of Cavan Institute. Board members acknowledged the improvements that Dr McVeigh had brought to bear in Castleblayney College during his tenure.

A Board member asked if Irish Language classes could be arranged for Post Primary school Parents. It was agreed if there is a demand, classes could be facilitated through either schools or adult education.

The increase in use of addictive substances by young people was also discussed.

Cllr C Kelly requested the Music Generation Partnership be on the next meeting's Agenda.



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. 23/07/2023	Breifne College	24.01.2023	Proposed By Mr M McBreen Seconded By Cllr B Fay
R. 24/07/2023	Castleblayney College	02.03.2023	Proposed By Mr M Martin Seconded By Mr M McBreen
R. 25/07/2023	Coláiste Dún an Rí	21.03.2023	Proposed By Cllr C Kelly Seconded By Cllr S O'Reilly
R. 26/07/2023	Largy College Joint BOG & BOM	31.01.2023	Proposed by Cllr S Conlon Seconded by Mr J McGrath
R. 27/07/2023	St. Mogue's College	04.05.2023	Proposed by Cllr B Fay Seconded by Mr M McBreen
R. 28/07/2023	Virginia College	23.03.2023	Proposed by Cllr S O'Reilly Seconded by Cllr M Argue
R. 29/07/2023	Virginia College	11.05.2023	Proposed by Cllr S O'Reilly Seconded by Cllr M Argue
R. 30/07/2023	Virginia College	30.05.2023	Proposed by Cllr S O'Reilly Seconded by Cllr M Argue
R. 31/07/2023	Garage Theatre	25.04.2023	Proposed by Mr J McGrath Seconded by Cllr S Conlon

Passed Unanimously

The CE advised there are a number of Board Representative vacancies on Boards of Managements to be filled. The CE is awaiting clarification from the DE regarding an eligibility query and will revert to the Board at the next meeting.

7.2.3 School Based Policies: No business

7.2.4 Child Safeguarding: No business

7.2.4.1 Child Safeguarding Annual Review: No business

7.2.5 Anti-Bullying: No business

8 Attendance Approval: No business

9 Chief Executive Report

Meetings/Events attended by the Chief Executive

Date	Details
17.05.2023	<ul style="list-style-type: none"> ETBI CE Forum
18.05.2023	<ul style="list-style-type: none"> ETBI ICT Steering Committee – Cyber Security Awareness Day
19.05.2023	<ul style="list-style-type: none"> Interviews for IAU Auditor, Mullingar
22.05.2023	<ul style="list-style-type: none"> ICT Steering Committee Meeting
24.05.2023	<ul style="list-style-type: none"> Gaelscoil Eois, Clones – Meeting with Architect and Contractor FET BOM Meeting
25.05.2023	<ul style="list-style-type: none"> LC Graduation Ceremony, Coláiste Dun an Ri, Kingscourt
29.05.2023	<ul style="list-style-type: none"> FET Meet Event in Share Centre, Lisnaskea
30.05.2023	<ul style="list-style-type: none"> TUI Joint Consultation Meeting
31.05.2023	<ul style="list-style-type: none"> Breifne College Cavan – meeting re proposed accommodation
01.06.2023	<ul style="list-style-type: none"> Meeting with consultant re Cavan Food & Drink Sector Action Plan ETBI Solas Meeting with CE Forum Retirement event for Director in Cavan Institute
06.06.2023	<ul style="list-style-type: none"> IPB Insurance Cyber Incident Response Webinar
07.06.2023	<ul style="list-style-type: none"> CMETB REALT Meeting Meeting with Rev Bishop Lawrence Duffy
08.06.2023	<ul style="list-style-type: none"> FET Management & Quality Control Meeting IAU Audit Closing Meeting
09.06.2023	<ul style="list-style-type: none"> NAO Briefing on Apprenticeship Integration Model/work stream
13.06.2023	<ul style="list-style-type: none"> CMETB Principals and DP CPD, Donegal Education Centre



14.06.2023	<ul style="list-style-type: none"> • CMETB Principals and DP CPD, Donegal Education Centre • ETBI CE Forum
15.06.2023	<ul style="list-style-type: none"> • Northwest 1 Regional Dialogue Meeting re Unified Tertiary System with DFHERIS and Regional Stakeholders in Cavan Crystal
16.06.2023	<ul style="list-style-type: none"> • Gaelscoil Eois New building – Contract signing • Cyber Insurance Meeting with IPB
26.06.2023	<ul style="list-style-type: none"> • Legal Island Seminar: Behind the scenes of WRCs Adjudication Services; View Beyond 2023
27.06.2023	<ul style="list-style-type: none"> • Admin Staff CPD Day in Hillgrove Hotel
28.06.2023	<ul style="list-style-type: none"> • Governance Training by IPA for CMETB Board, Audit and Risk Committee and Finance Committee in Head Office, Monaghan • Finance Committee Meeting
29.06.2023	<ul style="list-style-type: none"> • Draft concepts/consultation re Con Smith Park, Cavan with Cavan Co Council and CI staff • Meeting with IBEC
30.06.2023	<ul style="list-style-type: none"> • Audit and Risk Committee Meeting • St Aidans BOM meeting
11.07.2023	<ul style="list-style-type: none"> • Bailieboro CS BOM meeting
14.07.2023	<ul style="list-style-type: none"> • ETBI CE Forum Meeting with DFHERIS re FET Practitioners and Apprenticeships
17.07.2023	<ul style="list-style-type: none"> • Scoil Mhuire, Rockcorry - Contract Signing
18.07.2023	<ul style="list-style-type: none"> • CMETB Board Meeting in Monaghan Institute

Noted

A.O.B.

The Board members thanked the CE for her successful leadership of CMETB since March 2022 and wished her well as she continues in the role.

11 Date of Next Meeting: Tuesday 19 September 2023

The meeting concluded at 5.05pm

Signed 
Chief Executive

Signed 
Chairperson

Date 19.09.2023

Date 19.09.2023