



Minutes of Meeting held on Tuesday, 14 November 2023

A meeting of Cavan and Monaghan Education and Training Board took place on Tuesday, 14 November 2023 at 2pm, in the Council Chambers, Carrickmacross Civic Centre, Co 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, Michelle Flynn, Sean Fegan, Clifford Kelly, Michéal Martin, David Maxwell, Martin McBreen, Joe McGrath, PJ O'Hanlon, Sarah O'Reilly and Aíne Smith.

Leithsceil: 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

Bernadette Duffy, Michael Murphy Youthreach Co Ordinator's joined the meeting for item 1.3.2 on the Agenda and left when concluded.

1 Preliminary

1.1 Welcome

The Chairperson PJ O'Hanlon said he was very proud to welcome members of CMETB to his hometown and to see the outstanding facilities in the Civic Centre.

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



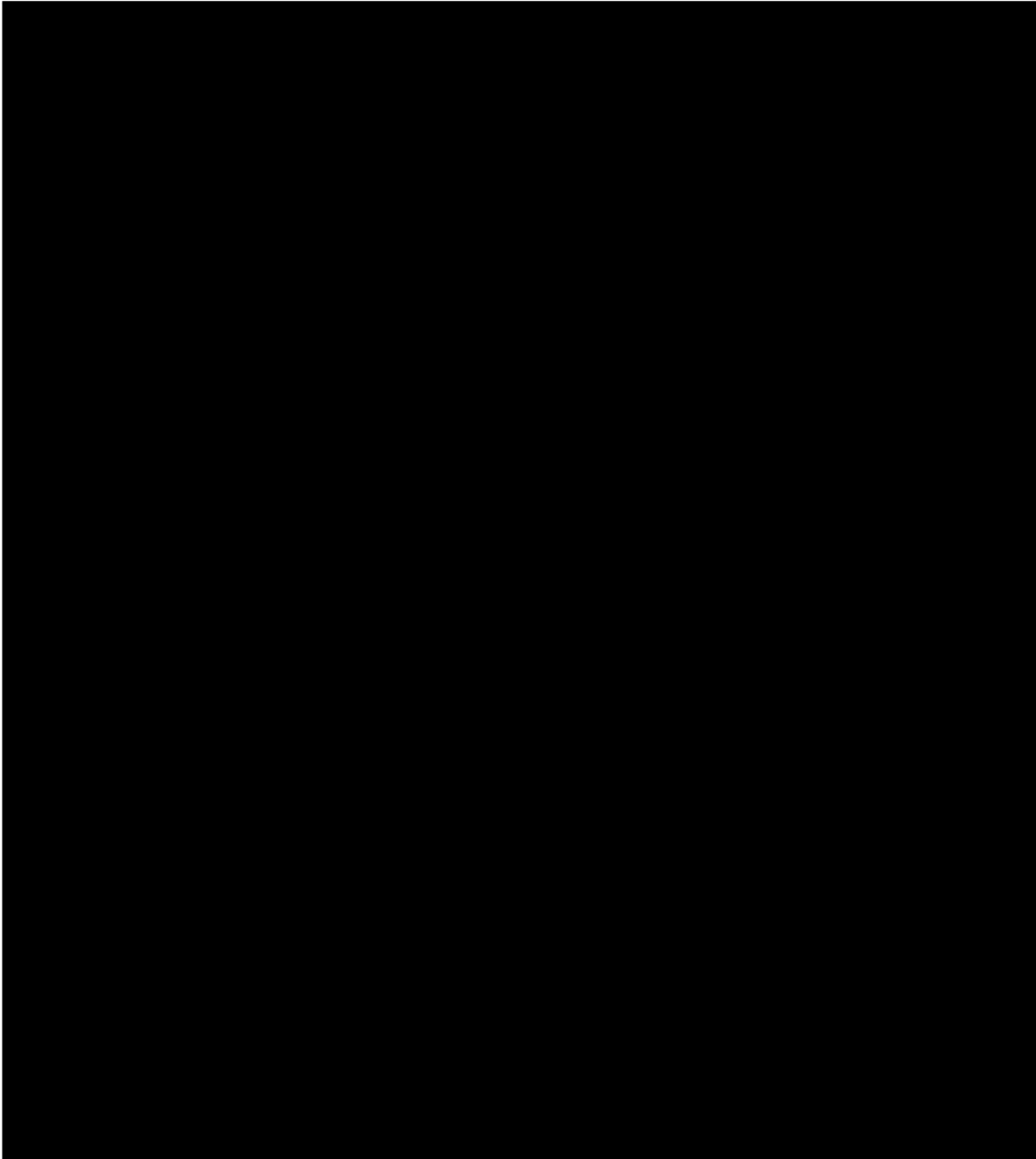
“In Camera business”

It was resolved: R. 01/11/2023

“to conduct the following business **“In Camera”** due to it being commercially sensitive and it’s confidential nature.”

Proposed by Mr M Martin
Seconded by Cllr C Kelly

Passed Unanimously



Passed Unanimously

This concluded the “In Committee business.”

It was resolved: R. 04/11/2023

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

Proposed by Mr S Fegan

Seconded by Mr M Martin

Passed Unanimously

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

1.3.2 Youthreach Presentation

As requested at a previous meeting Carrickmacross Youthreach Co Ordinator Bernadette Duffy and Kingscourt Youthreach Co Ordinator Michael Murphy joined the meeting to give a presentation on the work completed by Youthreach Centres (See **Appendix A**). The Co-ordinators outlined how Youthreach can support early school leavers by offering nationally recognised qualifications in a safe and supported environment. Youthreach aims to support Social Inclusion, aiding progression into further education, training opportunities and entry into the labour market. Youthreach also works to promote and enhance personal and social development and to increase self-esteem of the learners. There are currently 175 Youthreach places within CMETB across 6 centres: Carrickmacross, Castleblayney, Cavan, Cootehill, Kingscourt and Monaghan. Co Ordinator Bernadette Duffy confirmed Carrickmacross Youthreach will move to a new premises on Main Street Carrickmacross. The Board members thanked both Co Ordinator’s for their excellent presentations and acknowledged the passion they felt for the progress and achievements of their students.

1.4 Apologies / Absence Approval

The absence of Cllr P Walsh was approved.

Passed Unanimously

Condolences

- To the Corbett family on the death of Keith Corbett (Monaghan Institute Student)
- To the McKay family on the death of Eithne McKay (Retired Teacher Cavan Institute and wife of the late John McKay, CEO Cavan VEC)

- To Kate Mealiff on the death of her husband Ross Mealiff (Former Clones UDC Councillor)
- To Aíne McQuaid (Cólaiste Dún an Rí) and Ella McQuaid (Largy College Student) on the death of their brother James McQuaid.
- To Sophie McCaughey and the extended McCaughey family on the death of her husband Gerard McCaughey (Founder of Century Homes).
- To Paddy Lavelle (ETBI General Secretary) on the death of his mother Anne Lavelle.
- To Danny Brennan (QA Department) on the death of his wife Nancy Brennan.
- To Mary Liz Trant (National Apprentice Office) on the death of her father Anton Trant.
- To the Kirk and Woods families on the death of Stephen (Stevo) Kirk-Woods (Carrickmacross Youthreach Student).
- To Ann McHugh (Chief Executive, Donegal ETB) on the death of her mother Maureen McHugh.
- To Joseph Collins (ETBI, FET Director) on the death of his brother Denis and also his parents Kathleen and Michael Collins who died recently.
- To Fiona McCaffrey (Youthreach) on the death of her mother Veronica McCaffrey.
- To the Campbell Family on the death of Ann Campbell (Retired DKIT Registrar & Director)

1.5 Minutes of Meeting

It was resolved: R. 05/11/2023

“to adopt minutes of the meeting of Cavan and Monaghan ETB held on 19 September 2023”.

Proposed by Cllr C Kelly

Seconded by Mr J McGrath

Passed Unanimously

1.5.1 Minutes of Special Meeting

It was resolved: R. 06/11/2023

“to adopt minutes of the Special meeting of Cavan and Monaghan ETB held on 11 October 2023”.

Proposed by Mr M Martin

Seconded by Mr J McGrath

Passed Unanimously

1.6 Matter Arising

Due to the next matter relating to an executive function the Chair requested to go in to “ In Committee”.

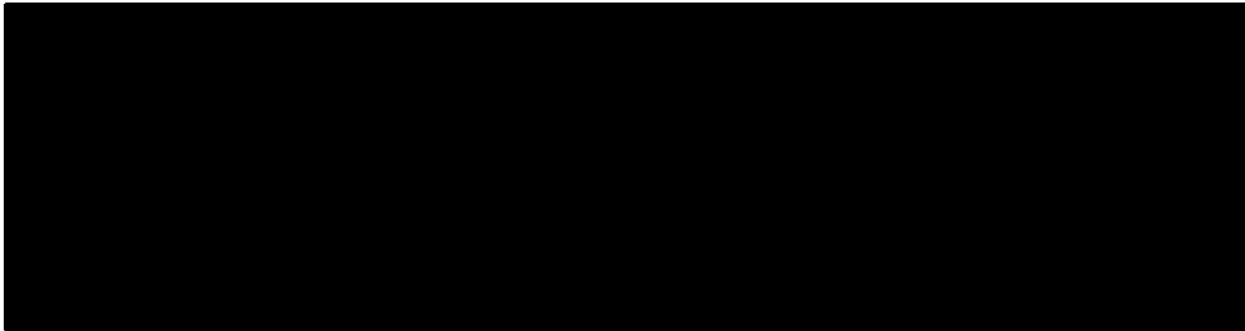
It was resolved: R. 07/11/2023

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

Proposed by Mr M Martin

Seconded by Cllr C Kelly

Passed Unanimously



It was resolved: R. 08/11/2023

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

Proposed by Mr M Martin

Seconded by Mr S Fegan

Passed Unanimously

2 Correspondence and Matters Arising

2.1 Correspondence

2.1.1 Department of Education Circulars

Circular Number	Details
Circular 0041/2023	Revision of Teacher Salaries under Building Momentum - A New Public Service Agreement 2021-2023 (“The Agreement”) Application of pay adjustments due on 1 October 2023
Circular 0042/2023	Revision of Salaries for Special Needs Assistants (SNAs) Under Building Momentum -A New Public Service Agreement 2021-2023 (“The Agreement”). Application of pay adjustments due on 1 October 2023
Circular 0043/2023	Revision of salaries of certain grades other than Teachers and SNAs employed by ETBs under Building Momentum - A New Public Service Agreement 2021-2023 (“The Agreement”). Application of pay adjustments due on 1 October 2023

Circular 0044/2023	Revision of Salaries of School Secretaries and School maintenance Staff in Community and Comprehensive Schools under Building Momentum - A New Public Service Agreement 2021-2023 ("The Agreement") Application of pay adjustments due on 1 October 2023
Circular 0045/2023	Revision of salaries for Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme under Building Momentum - A New Public Service Agreement 2021-2023 ("The Agreement") Application of pay adjustments due on 1 October 2023
Circular 0046/2023	Revision of Salaries for School Secretaries Previously Funded Under Ancillary Grant Funding
Circular 0047/2023	Adoptive Leave Scheme for Registered Teachers employed in recognised Primary and Post Primary Schools
Circular 0048/2023	Adoptive Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools
Circular 0050/2023	Unpaid Leave for Medical Care Purposes for Registered Teachers employed in Recognised Primary and Post Primary Schools
Circular 0051/2023	Unpaid Leave for Medical Care Purposes for Special Needs Assistants employed in Recognised Primary and Post Primary Schools
Circular 0052/2023	Breastfeeding Breaks for Registered Teachers employed in Recognised Primary and Post Primary Schools
Circular 0053/2023	Breastfeeding Breaks for Special Needs Assistants employed In Recognised Primary and Post Primary Schools
Circular 0054/2023	Curriculum and assessment related developments at Senior Cycle with particular reference to school years 2023/24 and onwards
Circular 0055/2023	Unpaid Leave for Medical Care Purposes for staff other than persons employed as Teachers and Special Needs Assistants employed in Education and Training Boards
Circular 0056/2023	Cost of living measure to support increased school running costs

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
27.09.2023	Ballybay Community College Subject Inspection: Home Economics Report
28.09.2023	Notice of revised Child Protection procedures for Post-Primary Schools (Circular 0036/2023) w.e.f 01 September 2023
03.10.2023	CMETB Annual Report for 2022 has been laid before the Houses of the Oireachtas and may now be published on CMETBs website.
13.10.2023	Breifne College Subject Inspection: Final Science Report
17.10.2023	Attendance Campaign Support Grant 2023-24 and Guidelines
06.11.2023	NPC - Primary is the National Association of Parents for both primary and post primary students including ETBs recognised by the Minister
07.11.2023	CMETB Financial Statements for 2022 have been laid before the Houses of the Oireachtas and may now be published on CMETBs website.

Read



2.1.3 Department of Further and Higher Education, Research, Innovation and Science Correspondence

Date	Subject
21.09.2023	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 following completion of retrofit works by the landlord.

Read

2.1.4 Department of Education Finance Correspondence

Date	Subject
28.09.2023	Sanction to seek overdraft accommodation of €3m from 01 January 2024 to 31 December 2024
28.09.2023	Sanction to avail of Banking-on-Line EFT facilities to the amount of €2.9m from 01 January 2024 to 31 December 2024

Read

2.1.5 Finance Correspondence Solas

Date	Subject
27.09.2023	Approval in principle to proceed to design and plan for Electrical and OEM Workshops at Unit 2, Milltown Business Park, Monaghan
09.10.2023	Revised approval of change order to Fee for Electrical Works at Tanagh Outdoor Education Centre
24.10.2023	FET Learner Payments Policy and Operating Guidelines w.e.f. 02.10.2023 and Training Allowance Guide 2023
24.10.2023	Approval to proceed to tender for works to create Electrical and OEM Workshops in Unit 2 Milltown Business Park, Milltown, Monaghan
24.10.2023	Funding approval for fit out equipment for two Electrical Workshops in Unit 2, Milltown Business Park, Monaghan

Read

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

Date	Subject
30.06.2023	Audit of Annual Financial Statements for year ended 31.12.2022: Report of Comptroller and Auditor General and set of signed Financial Statements

Read

2.1.7 Correspondence received from IAU-ETBs

Date	Subject
26.10.2023	Engagement Letter: Internal Audit of CMETB Youth Services

Read

2.1.8 Correspondence received from ETBI

Date	Subject
13.10.2023	Briefing Information for Chief Executives regarding the ETBI AGM and EGM on 28 November 2023
13.10.2023	Notice of AGM on 28 November 2023 in Portlaoise, Co Laois at 11.45am
13.10.2023	Notice of EGM on 28 November 2023 in Portlaoise, Co Laois at 2pm.

Read

2.1.9 Correspondence from other Sources

Date	From	Subject
30.08.2023	ASM Chartered Accountants	Audit of CMETB 2022: Management Letter
13.09.2023	DSP	School Meals (Local Projects) Scheme 2023-2024: Ballybay Community College; Overall Allocation €42,500 with 1 st Instalment of €13,215.08 to issue shortly. Remainder to issue on 08.01.2024
25.09.2023	Cavan Co Council	Motion proposed to request CMETB reverse the decision to close St. Bricin's and St. Mogue's College
28.09.2023	Department of Environment, Climate and Communications	Reduce your Use 2023/24 Campaign for Public Bodies
04.10.2023	DSP	School Meals (Local Projects) Scheme 2023-2024: Breifne College; Overall Allocation €433,620 with 1 st Instalment of €183,960 to issue shortly. Remainder to issue on 08.01.2024
17.10.2023	Monaghan Institute	Board of Management- Student Representative Nominees for Academic Year 2023-24
01.11.2023	IPB	Announcement of New Board Chair and Appointments to the Board of Directors
07.11.2023	SEAI	Annual Report 2022 on Public Sector Energy Performance
13.11.2023	Cavan Institute	Board of Management- Student Representative Nominee for Academic Year 2023-24

Read

2.1.10 Correspondence Sent

Date	To	Subject
03.10.2023	Colm Birdy, Carrick Emmets Rounders Teams Manager	Congratulations
03.10.2023	Largy College, Principal	Acknowledgement and Condolence
03.10.2023	Breifne College, Principal	Acknowledgement and Condolence
03.10.2023	Cavan County Council	Acknowledge receipt of correspondence dated 25 September 2023



09.10.2023	Michael O'Loughlin Principal, Presentation Secondary School, Clonmel	Condolences
09.10.2023	Anne McGrath Principal, Loretto Secondary School Clonmel	Condolence

Read

The Board noted the cost-of-living grant and the attendance support grant were very welcome for schools.

2.2 Correspondence: Matters Arising

2.2.1 Nominations (5) required to attend the ETBI AGM 28 November 2023

It was resolved:

Resolution No.	Nominee	Proposed / Seconded
09/11/2023	Cllr C Kelly	P: Cllr A. Smith S: Cllr A. Campbell
10/11/2023	Mr J McGrath	P: Cllr C Kelly S: Cllr A Campbell
11/11/2023	Cllr C Brady	P: Cllr C Kelly S: Cllr M Argue
12/11/2023	Ms M Flynn	P: Mr J McGrath S: Cllr C Carthy
13/11/2023	Mr McBreen	P: Cllr A Campbell S: Mr M Martin

Passed Unanimously

3 Audit and Risk Committee

3.1 Audit and Risk Committee Minutes

It was resolved: R. 14/11/2023

“to adopt minutes of the meeting of the Audit and Risk Committee held on 30 June 2023”.

Proposed by Cllr C Kelly

Seconded by Cllr S Conlon

Passed Unanimously



4 Finance Committee

4.1 Finance Committee Minutes

It was resolved: R. 15/11/2023

“to adopt minutes of the meeting of the Finance Committee held on 28 June 2023”.

Proposed by Cllr C Kelly

Seconded by Cllr A Smith

Passed Unanimously

4.2 Finance Update

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

4.3 Service Plan Update

The CE gave a comprehensive update on the Service Plan to the Board. (see **Appendix B**). The Chair referred to his attendance at the recent OEM Graduation Event for CMETB and LCETB apprentices in Naas. He acknowledged the support from Board member Mr J McGrath in relation to OEM Apprenticeships. The Chair complimented CMETB on their ongoing relationship with Combilift confirming it was a privilege to attend the event as Chair of CMETB and to hear of the continued success of the collaboration between CMETB and the worldwide renowned Monaghan company.

5 OSD Matters

5.1 Land and Buildings

5.1.1 Leases / Contracts: No business

5.1 Land and Buildings Report

The DOSD gave a comprehensive presentation on the Land and Buildings report. (see **Appendix C**) The Board acknowledged and thanked the DOSD for the progress in relation to a number of projects. A Board member was delighted to see groundworks for the modular accommodation had commenced at St. Mogue's College.

Noted



5.2 Risk Management Report

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

Noted

5.3 Summary of Executive Orders

No business

5.4 Use of Facilities

CMETB Centre	Requester	Dates Required
Castleblayney College (Gym)	Castleblayney Faughs	Each Thursday from 5 October 2023 to 25 April 2024 from 5.30 - 6.30 pm
Cavan Institute (Room Hire & Canteen)	Cavan Arts Office - Drumlinia event	12th & 13th October 2023 from 9am to 5.30pm
Castleblayney College (Gym)	Castleblayney Camogie Club	Saturday 7th October 2023 to March 2024 from 10am to 12.30pm
Coláiste Oiriall (Sports Hall)	Blackwater Steelers Basketball Club	Each Tuesday from 10th October 2023 to March 2024 from 6pm to 9.30pm
Castleblayney College (Sports Hall & Classroom)	Badminton Ireland	21st & 22nd October 2023 and 11th & 12th November 2023 from 10am to 5pm
Ballybay College (Sports Hall)	Badminton Ireland	September 2023 onwards
Cavan Institute (Lecture Room & Kitchen)	Cavan GAA	October 31st, November 1st & 2nd from 10am to 12 noon
Virginia College (Sports Hall)	Irish Blood Transfusion Service	10th January 2024

It was resolved: R. 16/11/2023

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

Proposed by Mr S Fegan

Seconded by Ms R Donagh

Passed Unanimously

At this point Cllr C Kelly gave his apologies to the Chair and left the meeting.



5.5 Other Matters

5.5.1 Policies

For noting

Item No	Policy
5.5.1.1	CMETB Procurement Policy
5.5.1.2	Statement of Policy on the Disclosure of Interests by CMETB members (reviewed Oct 2023)
5.5.1.3	Statement of Policy on the Disclosure of Interests by CMETB staff members (reviewed Oct 2023)
5.5.1.4	Code of Conduct for CMETB members (reviewed Oct 2023)
5.5.1.5	Code of Conduct for CMETB staff members (reviewed Oct 2023)
5.5.1.6	Procedure for CMETB Board Materials Post-Resignation or Retirement
5.5.1.7	CMETB Customer Service Charter
5.5.1.8	CMETB Customer Service Action Plan 2023
5.5.1.9	CMETB Complaints and Appeals Procedure
5.5.1.10	CMETB Procedure for dealing with Anonymous Complaints
5.5.1.11	CMETB Energy Policy

Noted

6 Strategy Statement 2022-2026

6.1 **Policies:** No business

6.2 **SLA/MOU/Consortium Agreement:** No business

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 E**).

Noted

DFET outlined to the Board, correspondence received from Cavan County Council regarding the development of a footpath and bicycle lane between the Kilmore and Cavan Crystal Hotels in Cavan. The Council have requested the transfer of ownership of a piece of our land (25sq metre) on the Dublin Road. The piece of land will facilitate the construction of a bus stop just outside the FET campus, which will be of huge benefit to both the campus and the students. Board members agreed it will be a great facility for the students, however the

Board requested that CMETB ensure all necessary works e.g., retaining wall etc. required to make good the surrounding area are included in the agreement.

It was resolved: R. 17/11/2023

“to approve the transfer 25 sq metres of land outside the FET Campus to Cavan County Council for the construction of a Bus stop, including the completion of all necessary ground works to make good the surrounding area following construction, subject to DE approval”.

Proposed by Cllr B Fay

Seconded by Mr S Fegan

Passed Unanimously

DFET reported that there is a new deadline for submission of the Preliminary Business case for Cavan FET College of the Future

A Board member asked what is a FET College of the Future? DFET explained it is a concept for a fully integrated FET provision under one roof operating seven days per week. All ETBs were asked for two submissions. CMETB submitted one for Cavan Institute and another for Monaghan Institute. The proposal for Cavan was approved to the next stage when the Minister announced funding for 10 ETBs. Certain criteria have to be met using a phased approach, with submission of a final preliminary business case due early next year.

A Board member advised that unlike the Department of Education, Solas does not have a buildings unit and suggested this needs to be looked at..

Details of the number of FET learners completing courses versus the initial number of students who commenced courses was requested for the next meeting.

7.1.2 CMETB FET Board

It was resolved: R. 18/11/2023

“to adopt of minutes of the meeting of the CMETB FET Board meeting held on 24 May, 2023”.

Proposed by Mr J McGrath

Seconded by Cllr C Brady

Passed Unanimously

7.1.3 Boards of Management

7.1.3.1 Boards of Management: Appointments to



It was resolved to the appoint the following to:

Resolution No.	Centre	Student Representatives	Proposed / Seconded
R. 19/11/2023	Monaghan Institute	Alex Burianova	P: Cllr S Conlon S: Mr J McGrath
R. 20/11/2023	Monaghan Institute	Martina Donnelly	P: Cllr S Conlon S: Mr J McGrath
R. 21/11/2023	Cavan Institute	Emma Kelly	P: Ms M Flynn S: Mr M McBreen

Passed Unanimously

7.1.3.2 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. 22/11/2023	Cavan Institute	08.09.2023	P: Cllr M Argue S: Ms M Flynn
R. 23/11/2023	Cavan Institute	29.09.2023	P: Cllr M Argue S: Ms M Flynn
R. 24/11/2023	Monaghan Institute	24.05.2023	P: Cllr S Conlon S: Mr J McGrath
R. 25/11/2023	Tanagh ODEC	19.06.2023	P: Cllr C Brady S: Cllr S O'Reilly
R. 26/11/2023	Youthreach	14.06.2023	S: Cllr S O'Reilly P: Cllr S Conlon

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. 27/11/2023	03.03.2023	P: Cllr S O'Reilly S: Cllr C Brady
R. 28/11/2023	24.05.2023	P: Cllr S O'Reilly S: Cllr C Brady

Passed Unanimously

7.1.5 FET Policies

No business



7.1.6 Child Protection: No business

7.1.7 Anti-Bullying – For noting

Notice of Annual Review of Anti-bullying Policy by **Monaghan Institute**.

Noted

7.2 Schools

7.2.1 DoS Report

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

DoS advised the Board, a record number of Cavan/Monaghan schools have qualified for this year's BT Young Scientist Exhibition Awards. CMETB schools have 12 entries shortlisted, including 5 projects from Virginia College.

Cllr A Smith informed the meeting of news just in from St Mogue's College. 25 TY Students and their teacher Ms T Dolan have been chosen to represent Ireland in Euroscola Strasbourg where they will become an MEP for a day. The students produced a video promoting democracy in action and encouraging voter turnout.

Noted

7.2.2 Operating Procedures and TORs for CMETB Music Generation and Local Creative Youth Partnership Committee

Given the absence of Cllr C Kelly it was agreed to hold this item over until the next Board Meeting.

7.2.3 Boards of Management

7.2.3.1 Board of Management: Appointments to

It was resolved to the appoint the following to:

Resolution No.	Centre	Community Representatives	Proposed / Seconded
R. 29/11/2023	Breifne College	Neil Doherty Sheila Coyle	P: Mr M McBreen S: Cllr C Brady

Passed Unanimously



It was resolved to the appoint the following to:

Resolution No.	Centre	Parents Representative (Female)	Proposed / Seconded
R. 30/11/2023	St. Bricin's College	Donna McGovern	P: Mr S Fegan S: Cllr S O'Reilly

Passed Unanimously

7.2.3.2 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. 31/11/2023	Ballybay Community College	31.08.2023	P: Ms A Barker S: Cllr C Brady
R. 32/11/2023	Beech Hill College	08.05.2023	P: Mr M Martin S: Mr M McBreen
R. 33/11/2023	Breifne College	21.06.2023	P: Mr M McBreen S: Cllr C Brady
R. 34/11/2023	Castleblayney College	08.06.2023	P: Mr J McGrath S: Mr M McBreen
R. 35/11/2023	Coláiste Oiriail	06.09.2023	P: Cllr S Conlon S: Ms R Donagh
R. 36/11/2023	Virginia College	22.06.2023	P: Mr S Fegan S: Cllr M Argue
R. 37/11/2023	Virginia College	16.08.2023	P: Cllr S O'Reilly S: Cllr M Argue
R. 38/11/2023	Garage Theatre	27.06.2023	P: Cllr S Conlon S: Mr J McGrath

Passed Unanimously

7.2.4 School Based Policies for noting

	School	Policy
7.2.4.1	Breifne College	Admissions Policy
7.2.4.2	Castleblayney College	Admissions Policy
7.2.4.3	Inver College	Admissions Policy
7.2.4.4	St. Bricin's College	Admissions Policy
7.2.4.5	St. Mogue's College	Admissions Policy

Noted

7.2.5 Child Protection: No business



7.2.6 Anti-Bullying Policy Annual Review

Notice of Annual Review of Anti-bullying Policy by **Coláiste Oiriail**.

Noted

8 Attendance Approval

It was resolved to approve attendance as follows:

Title	Date	Delegates	Proposed / Seconded
ETBI Annual Conference 2023 in Cork	27 & 28 September	Cllr B Fay Ms M Flynn Cllr C Kelly Mr M Martin Mr M McBreen Mr J McGrath Cllr S O'Reilly Cllr A Smith	Proposed by Cllr C Brady Seconded by Mr M Martin

Passed Unanimously

9. Code of Practice for Governance of ETBs

Board Self-Assessment Evaluation Questionnaire

The Chairperson briefed the meeting on the Board Self-Assessment Evaluation Questionnaire (Code of Practice for the Governance of ETBs refers).

It was agreed to circulate the Board Self-Assessment Evaluation Questionnaire to each member together with a stamped SAE for completion and return to the Chairperson.

The Chairperson will review the responses and prepare a report for discussion at a meeting of the Board.

10. Chief Executive Report

Date	Details
20.09.2023	<ul style="list-style-type: none"> Meeting with Kingscourt GAA
21.09.2023	<ul style="list-style-type: none"> CMETB Finance Committee Meeting
22.09.2023	<ul style="list-style-type: none"> CMETB Heads of Section Meeting
25.09.2023	<ul style="list-style-type: none"> CMETB Audit and Risk Committee Meeting Combilift 25yr Celebrations

	<ul style="list-style-type: none"> • Cavan LCDC Meeting
26.09.2023	<ul style="list-style-type: none"> • QQI Dialogue Meeting, FET Campus Cavan
27.09.2023	<ul style="list-style-type: none"> • ETBI Annual Conference in Cork – Day 1
28.09.2023	<ul style="list-style-type: none"> • ETBI Annual Conference in Cork- Day 2
29.09.2023	<ul style="list-style-type: none"> • Cavan LECP Implementation Plan – Meeting with KPMG
02.10.2023	<ul style="list-style-type: none"> • Adult Education (Cavan) Graduation in Cavan Crystal Hotel
05.10.2023	<ul style="list-style-type: none"> • FET Management & Quality Council meeting • FET BOM Meeting
06.10.2023	<ul style="list-style-type: none"> • Youthreach BOM Meeting in Kingscourt Youthreach
10.10.2023	<ul style="list-style-type: none"> • Meeting with Diarmuid O’Callaghan, DKIT President in MI
11.10.2023	<ul style="list-style-type: none"> • ETBI CE Forum • Adult Education (Monaghan) Graduation in Garage Theatre
13.10.2023	<ul style="list-style-type: none"> • Cavan Institute Graduation in Slieve Russell Hotel, Ballyconnell
19.10.2023	<ul style="list-style-type: none"> • Monaghan Digital Steering Committee Meeting in Castleblayney • Evening Provision Graduation in The Errigal Hotel, Cootehill
26.10.2023	<ul style="list-style-type: none"> • Cavan LAG Meeting • SOLAS meeting with CE Forum
27.10.2023	<ul style="list-style-type: none"> • Official Opening of new extension at Ballybay Community College by Minister Heather Humphreys
03.11.2023	<ul style="list-style-type: none"> • CMETB and LMETB Joint Craft Apprenticeship Graduations in the Fairways Hotel, Dundalk
06.11.2023	<ul style="list-style-type: none"> • HR Meeting, Dublin
07.11.2023	<ul style="list-style-type: none"> • HR Meeting, Cavan
08.11.2023	<ul style="list-style-type: none"> • Meeting with IPB Insurance • REALT Meeting
09.11.2023	<ul style="list-style-type: none"> • OEM Graduations in Naas, Co Kildare
10.11.2023	<ul style="list-style-type: none"> • Meeting with Solas re CI Preliminary Business Case
13.11.2023	<ul style="list-style-type: none"> • CMETB Principals Meeting
14.11.2023	<ul style="list-style-type: none"> • CMETB Board Meeting in Civic Offices, Carrickmacross.

11. Any Other Business


Retirement

The CE announced to the Board that Ms. Berni Power, Director of Organisation Support and Development, CMETB will be retiring early in the new year after over 40 years’ service to Cavan VEC and CMETB. CMETB Board members will have an opportunity to pay tributes to Ms. Power at the December Board meeting.



12. Date of Next Meeting: 12 December 2023

The meeting concluded at 5.06pm

Signed 
Chief Executive

Signed 
Chairperson

Date 20 February 2024

Date 20 February 2024