



Minutes of the meeting of the CMETB Board held on Tues, 25 February 2025

A meeting of Cavan and Monaghan Education and Training Board took place on Tuesday, 25 February 2025 at 2pm, in CMETB Head Office, Market Street, Monaghan.

Cathaoirleach: Carmel Brady

Baill i Lathair: April Anna Barker, Winston Bennett, Carmel Brady, Damien Brady, Niamh Brady, Aidan Campbell, Colm Carthy, Brendan Fay, Lorraine Fealy, Michelle Flynn, Alan Johnston, Sinead Flynn, Colm McCormick, Joe McGrath, Peter McVitty, and Aine Smith

Leithsceil: Seamus Coyle, Clifford Kelly, Irene McCausland and Frank McDermott

Ar Freastail: Dr Fiona McGrath, Chief Executive
Dr Linda Pinkster, DFET
Karen McBride, DOSD
Paddy Flood, DoS
Amanda Taylor, APO Finance
Geraldine McKenna, Communications Officer
Siobhan McKenna, Compliance
Stephanie McGarry, Administrator
Gemma Good – Anglo Celt

1 Preliminary

1.1 Welcome

The Chairperson welcomed all present including Cllr Alan Johnston (Monaghan Co Council) who was attending his first meeting as a Board member, replacing TD David Maxwell.

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

It was resolved: R. 01/02/2025

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

Proposed by Cllr. A Campbell
Seconded by Ms. Michelle Flynn

Passed Unanimously



[Redacted text block]



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

It was resolved: R. 04/02/2025

"that "In-Camera" business had been concluded,"

Proposed by Cllr C Carthy
Seconded by Cllr S Flynn

Passed Unanimously

Following the conclusion of "In Committee Business" the media joined the meeting.

1.4 Apologies Absence Approval

The absences of Seamus Coyle, Clifford Kelly, Irene McCausland and Frank McDermott were approved.

Passed Unanimously

Congratulations

BT Young Science Exhibition Award Winners

On behalf of the Board, Chairperson Cllr C Brady invited Ms Mary McArdle, Principal and Ms Celine Keith, Science teacher from Castleblayney College along with students Hannah and Caoimhe Quinn to join the meeting.

The CE outlined to the Board Hannah and Caoimhe's recent success at the BT Young Scientist and Technology Exhibition, coming first in the intermediate Biological and Ecological category and also receiving the very prestigious 'Amgen' Award for their project "*Shading The Future: Analysing the cellular and genetic responses of cellulose and DNA to Ultraviolet Light*". The CE congratulated the students, their teacher Ms Keith and Principal Ms McArdle, acknowledging how proud CMETB is of their significant achievement. The Chairperson also offered her congratulations to Hannah and Caoimhe and presented both



with a token of appreciation from the Board. On behalf of Castleblayney College Board of Management, Mr J McGrath also paid tribute to the students, their teacher and Principal, noting the enormous workload and extra hours involved to bring the project to fruition. The invited guests left following the presentation and the meeting resumed.

Condolences

The CE expressed sincere sympathy to the families of two CMETB staff members who died recently. The late Eileen McDermott had served for over 20 years as an SNA in Breifne College, Cavan. The late Dr Fiona Maloney had a distinguished career in further education and training, both locally and nationally, over 30 years.

- To Mairead Duffy, (Music Generation Development Office) on the death of her mother Collette Anne Hogge.
- To John Gilsenan (Breifne College) on the death of his brother Brendan Gilsenan
- To Sarah Gilsenan (Cavan Admin Office) on the death of her brother-in-law Brendan Gilsenan
- To the McDermott Family on the death of Eileen McDermott (Breifne College)
- To Philip McDonald (Cavan Institute) on the death of his sister Eileen McDermott
- To Michelle Flynn (Virginia College & CMETB Board Member) on the death of her uncle Paddy Sheanon.
- To Suzanne McConnon (Inver College) on the death of her father-in-law Seamus McConnon.
- To the Máire MacCartáin on the death of her husband Seán MacCartáin (First Principal of Virginia Vocational School, now Virginia College)
- To Loretta McCague on the death of her husband Eugene (Gene) McCague (former Finance Officer, Monaghan VEC)
- To Eileen Roddy (Training Services), Johann McCague (Monaghan Institute) and Brenda Treanor (Monaghan Institute) on the death of their uncle Eugene (Gene) McCague
- To Sharon Magennis (Largy College) on the death of her uncle Thomas Oliver Watters.
- To Kathy O'Malley (Adult Education) on the death of her mother Aideen O'Malley.
- To Thomas Maloney and his children on the death of his wife Fiona Maloney (former Colleague, seconded to National Tertiary Office (NTO)).
- To Breege Reilly (Breifne College) on the death of her uncle Michael Gaffney.
- To Gabrielle McKenna (Beech Hill College) and David Treanor (Beech Hill College) on the death of their father James (Jim) Treanor.
- To Martina Treanor (Beech Hill College) on the death of her father-in-law James (Jim) Treanor.
- To Niamh NiChearra (Virginia College) on the death of her father Thomas Carr.
- To Cllr Carmel Brady (Chairperson, CMETB Board) on the death of her aunt Bridie McSherry.
- To Aine Branson (Cavan Admin Office) on the death of her uncle Sean Brady.
- To Aine Smith (St. Mogue's College and CMETB Board Member) on the death of her Uncle Hughie Smith.



1.4 Minutes of Meetings

It was resolved: R. 05/02/2025

"to adopt minutes of the meeting of Cavan and Monaghan ETB held on 10 December 2024.

Proposed by Cllr N Brady

Seconded by Ms M Flynn

Passed Unanimously

1.5 Matters arising

- **Community Special School**

The CE confirmed that there have been regular meetings with the Department of Education (DE) and the National Council for Special Education (NCSE) in planning for the Special School and that the DE building unit design team are working on plans. An advert for an administrative Principal has been published. An information evening for parents (with NCSE) is being arranged and the Admissions Policy is being drafted.

Cllr A Campbell asked what help is being given to the Boxing Club to vacate the building. The CE confirmed that there has been ongoing engagement with them and that the Club is looking at a number of alternative locations, with CMETB supporting them in this process.

Mr J McGrath acknowledged the decision by the Board at their December meeting to support the new Special School but felt that the right questions were not asked at that time, given that it is now known that the Special school will be located in the old Castleblayney school and not a new building.

Mr McGrath expressed safety concerns having heard that a local Parents group were unhappy with the site as it is close to a busy road, and he predicted traffic congestion and traffic management issues there. He enquired if a risk assessment had been conducted. He also asked if a business plan/value for money assessment had been completed. The CE advised that the DE Building Unit, who are very experienced in Special School start-ups, are dealing directly with the development of the building for the needs of the special school, including all the costs involved.

Mr McGrath also noted that the Boxing Club have been asked to vacate the building prior to the completion of the six-month notice period, stipulated in the licence agreement. Ms AA Barker enquired if there were any legal implications in breaking the six-months' notice period. DOSD advised if the Club were to remain for the six-month period the school would not be ready for the new academic year and confirmed that there is open engagement with the club and ongoing support offered by CMETB.

Cllr C Carthy confirmed that he stood by the decision made by CMETB in accepting patronage of the new Special School. He noted that a lot of schools were established in buildings that were not ideal, and he hoped that in the medium to long term a site will be secured for the expansion of the school.

DOSD confirmed that the priority for the DE and CMETB is to open the Special School for the coming academic year and given the short time frame, the only possibility to deliver the project is to reconfigure an existing CMETB owned building, as an interim solution.

The CE advised that the SMT in CMETB are working very hard to deliver what has been committed to, as requested by the Department i.e. a special school service for the parents and students of Co Monaghan. In particular, she acknowledged the work of Paddy Flood, Director of Schools on the project, who has been liaising with NCSE and other ETBs that have recently established Special Schools.

DOS noted that unlike other CMETB building projects the DE manages the process, and CMETB will only take possession of the building on handover in August/September. DOS has regular meetings with NCSE and the two local SENOs to determine the demand for places within County Monaghan. The special school will cater for children with autism and complex learning needs and for children with complex learning needs.

DOS confirmed that the school website is ready to go live. CMETB is in the process of advertising for an administrative principal, with teachers and SNA posts to follow. A meeting will take place with Bus Eireann to plan bus routes well in advance of opening.

Mr J McGrath acknowledged the enthusiasm for the project but reiterated his concerns about risks arising for CMETB.

The CE noted that she would like all stakeholders to work together to bring this project to fruition for 2025/26 and that going forward the school will develop to meet identified needs.

2 Correspondence and Matters Arising

2.1 Correspondence

2.1.1 Department of Education Circulars

Circular Number	Details
Circular 0064/2024	The operation/application and deployment of Special Education Teacher resources.
Circular 0081/2024	Understanding Behaviours of Concern and Responding to Crisis Situations: Guidelines for Schools in Supporting Students
Circular 0092/2024	Special Leave with Pay for Sporting Purposes for Registered Teachers employed in Recognised Primary and Post-Primary Schools
Circular 0093/2024	Special Leave with Pay for Sporting Purposes for Special Needs Assistants employed in Recognised Primary and Post-Primary Schools
Circular 0002/2025	Prescribed Material for the Leaving Certificate Drama, Film and Theatre Studies Examination 2027, 2028, 2029 (For student cohort commencing 5th year in Sept 2025, 2026 & 2027)
Circular 0003/2025	Teacher Fee Refund Scheme 2024
Circular 0005/2025	The Special Education Teacher (SET) allocation for the 2025/26 school year for Post Primary Schools
Circular 0007/2025	Staffing Arrangements in Educational and Training Boards for the 2025/26 school year
Circular 0012/2025	Amendments to the Social Education Leaving Certificate Applied (I CA) Module Descriptor



Circular 0014/2025	Revised Domestic Subsistence Allowances effective from 29th January 2025 payable to Staff in Education and Training Boards (ETBs) and Members of ETBs and of ETB Statutory Committees
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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 General Correspondence

Date	Subject
12.12.2024	Understanding Behaviours of Concern and Responding to Crisis Situations: Guidelines for Schools in Supporting Students
07.01.2025	Confirmation of the Minister's approval of the establishment of a new Special School in Castleblayney, Co Monaghan under CMETBs patronage.

Read

2.1.3 Correspondence from DE - Finance

Date	Subject
17.12.2024	Final ordinary non-pay (ONP) payment for 2024 €696,504
17.01.2025	Grants for financial year ending 31 December 2024 and Appendix 1
31.01.2025	Letter of Determination for year ending 31.12.2025

Read

2.1.4 Correspondence from Solas - Finance

Date	Subject
09.12.2024	2024 Final Allocation – Additional exceptional 7 th tranche payment €136,000
19.12.2024	2024 Devolved Capital Top Up-€11,664.32
07.02.2025	2025 Devolved Capital Grant Allocation for FET €435,000
18.02.2025	Approval Gate 1: Approval to proceed to design stage for proposed Refrigeration and Air conditioning workshops at Cavan FET Campus based on preliminary estimate of €1,738,981.74

Read

2.1.5 Department of Public Expenditure NDP Delivery and Reform (DPENDR)

Date	Subject
20.01.2025	Circular 04/2025: Domestic Subsistence Allowances

Read

2.1.6 Correspondence from other Sources- Finance

Date	From	Subject
03.12.2024	DSP	School Meals (Local Projects) Scheme 2024-2025: Largy College : Overall Allocation of €241,560 has been approved with the first instalment of €99,017.35 to issue shortly. The remainder of the allocation will be issued on 08.01.2025
09.12.2024	DSP	School Meals (Local Projects) Scheme 2024-2025: Castleblayney College : Overall Allocation of €168,300 has been approved with the first instalment of €61,914.50 to issue shortly. The remainder of the allocation will be issued on 08.01.2025
11.12.2024	DCEDIY	Targeted Youth Employability Support Initiative (TYESI) Funding – €3,000 (Part 2 of 2024)
11.12.2024	DCEDIY	2025 Funding Allocation of €20,846 for the integration of young people fleeing the war in Ukraine
19.12.2024	Léargas	Remittance receipt -CI Project €41,171.30
19.12.2024	Léargas	2023-2-IE01-KA210-SCH-000185068 Inver College €42,000 pre-finance returned to Léargas. Project not going ahead-Refund received 09.01.2025
23.12.2024	DFHERIS	Sanction to lease Cootehill Youthreach, 1 Drumlin Drive, Magheranure, Cootehill Co. Cavan for 5 years from 09.12.2024 to 08.12.2029
07.01.2025	DFHERIS	Press Release: Minister O'Donovan announces funding of €60m for the Pathfinder programme to drive efficiency and decarbonisation across the FET sector
09.01.2025	DCEDIY	UBU Your Place Your Space Funding 2025 Allocation €793,836
11.01.2025	DSP	School Meals (Local Projects) Scheme 2024-2025: Ballybay Community College : The second instalment of €24,469.69 has been approved and will issue shortly.
11.01.2025	DSP	School Meals (Local Projects) Scheme 2024-2025: Beech Hill College : The second instalment of €249,090 has been approved and will issue shortly.
11.01.2025	DSP	School Meals (Local Projects) Scheme 2024-2025: Largy College : The second instalment of €139,080 has been approved and will issue shortly.
11.01.2025	DSP	School Meals (Local Projects) Scheme 2024-2025: Castleblayney College : The second instalment of €96,900 has been approved and will issue shortly.
11.01.2025	DSP	School Meals (Local Projects) Scheme 2024-2025: Breifne College : The second instalment of €249,660 has been approved and will issue shortly.
11.01.2025	DSP	School Meals (Local Projects) Scheme 2024-2025: Inver College : The second instalment of €142,200.75 has been approved and will issue shortly.
27.01.2025	DCEDIY	UBU Resilience and Effectiveness Initiative 2025 allocation €20,000
29.01.2025	DCEDIY	2025 Approved Funding Allocation of up to a maximum of €60,000 for the Targeted Youth Employability Support Initiative (TYESI) for Youth Work Ireland Cavan and Monaghan
04.02.2025	DCEDIY	Allocation of €80,244 for Local Youth Club Grant Scheme



07.02.2025	DCEDIY	Youth Information Centre Allocation 2025 €130,739
10.02.2025	DCEDIY	Allocation of €174,511 for Education and Training Board Youth Grant 2025
24.02.20225	DCEDIY	Local Youth Club Grant Scheme 2025– Call for funding Applications

Read

2.1.7 Correspondence from Other Sources - General

Date	From	Subject
08.01.2025	Minister Norma Foley	Response to Boards correspondence requesting the DE to delay implementation of a change to Leaving Cert Irish Curriculum
16.01.2025	NPC	Acknowledgement and confirm to commence the process to fill the male parent representative vacancy on CMETB Board
27.01.2025	Monaghan County Council	Election of Cllr Alan Johnston to CMETB Board (replacing David Maxwell)
19.02.2025	Creative Arts Youth Committee	Cavan Co Council Nominee for Committee – Sharon Howe, Creative Communities Engagement Officer
24.02.2025	Castleblayney College Board of Management	Communication between Castleblayney College and CMETB re Land & Building matters

Read

2.1.8 Correspondence Sent

Date	To	Subject
16.01.2025	NPC	Request to fill male parent representative vacancy on CMETB Board
29.01.2025	Department of Education	Acknowledge DE letter re Special School
25.02.2025	Castleblayney College Board of Management	Response re communications re Land & Building matters

Read

2.2 Correspondence: Matters Arising

The CE noted correspondence from National Parents Council (NPC) confirming they will commence the process to fill the vacancy for a male parent rep on the CMETB Board. A parent's representative is no longer eligible to remain on the CMETB Board once their child has turned 18 years of age. The Board requested that a letter of thanks be sent to Rory Mc Mahon (former parents rep) to acknowledge his commitment and service to CMETB and the Board.



3 Audit and Risk

3.1 Audit and Risk Committee

No business

4 Finance

4.1 Finance Committee

4.1.1 Finance Committee Minutes

While the minutes of the Finance Committee meeting held on 05 December 2024 were proposed by Mr J McGrath, there was no one else from the Committee in attendance to second them. It was agreed to carry over the Minutes of Finance Committee meeting on 05 December 2024, for adoption at the next Board meeting.

4.1.2 Finance Committee Report 11 October 2024 to CMETB

Noted

4.1.3 Board Member Vacancy on Finance Committee

It was resolved: R. 06/02/2025

"to appoint Cllr A Johnston to the Finance Committee, filling the vacancy left by David Maxwell's departure from the Board and Committee"

Proposed by Cllr A Campbell

Seconded by Cllr W Bennett

Passed Unanimously

4.2 Draft Service Plan 2025

The CE briefed the meeting on the Draft Service Plan for 2025, which was circulated prior to the meeting, with the aid of a PowerPoint presentation (see **Appendix B**). The CE explained that the annual Service Plan supports the implementation of the CMETB Strategy 2022-2026 and that a mid-term review was conducted in developing the 2025 Service Plan, updating the priorities and actions for the latter part of the lifetime of the Strategy Statement. The Service Plan also includes income and expenditure for 2024 and projected receipts and expenditure for 2025.

It was resolved: R. 07/02/2025

"To adopt the Service Plan for 2025"

Proposed by Cllr A Johnston
 Seconded by Cllr S Flynn

Passed Unanimously

5 OSD Matters

5.1 Land and Buildings

5.1.1 Leases/Contracts – see above under “In Committee”

5.1.2 Land and Buildings Report

The DOSD gave a comprehensive presentation on Land and Buildings (see **Appendix C**) which included an update on the damage caused by Storm Éowyn (24 January 2025) to CMETB buildings. IPB assessors have completed their assessment of the damage across various properties and DOSD confirmed that all the damage should be covered by IPB.

A member queried if there was any progress in relation to additional toilets for St. Bricin's college original building. The DOSD advised that this is being pursued but there was no update yet.

The member also queried the development of PE Halls in two schools and asked had the Dept of Education changed its stance on PE accommodation. DOSD confirmed that these projects were for non-ETB schools and are funded differently.

5.2 Risk Management Report

The Risk Management Report was noted (see **Appendix D**).

5.3 Summary of Executive Orders

No business

5.4 Use of Facilities

CMETB Centre	Requester	Dates Required
Ballybay Community College (Sports hall)	Monaghan Primary School Mini Basketball	Tuesday 25th February 2025 from 10am to 2.30pm
Ballybay Community College (Sports Hall)	Bawn Latton Community Games	Every Friday from 28th February 2025 to 20th March from 5pm to 6pm
Beech Hill College	LA Gymnastics Club	2nd March 2025 from 9am to 6pm
Castleblayney College (Gym & Grass pitch)	Castleblayney Hurling Club	Each Monday from 20th January 2025 to 21st April 2025 from 6.15pm to 7.15pm
Castleblayney College (Gym)	Castleblayney Camogie Club	Saturday 5th April 2025 from 9am to 5pm



Castleblayney College (Main Gym)	Oram GFC	Thursday 6th, 13th, 20th and 27th March 2025 from 7pm to 8pm
Castleblayney College (Sports hall)	Doohamlet GFC	Tuesdays from 6.30pm to 7.30pm from 14th January 2025 to 4th March 2025
Castleblayney College (Sports hall)	Carrick Crows Volleyball Club	Saturday 29th March from 1.30pm to 5.30pm and Sunday 30th March from 12.30pm to 6.30pm
Castleblayney College (Sports hall)	Badminton Ireland	14th to 17th July 2025 from 10am to 2pm
Castleblayney College (Sports hall)	Castleblayney Faughs	Thursdays from 20 February 2025 to 29th May 2025 from 6pm to 7pm
Castleblayney College (Sports hall, Toilets, Dressing room, Equipment room)	Carrick Crows Volleyball Club	Sunday 1st December 2024 from 2m to 6pm
Castleblayney College 1951 Building (Car Park)	Scoil Mhuire Boys National School	Monday 16th & Tuesday 17th December 2024 from 8.45am to 3.30pm
Cavan Institute - FET Campus (Music Room & Stage)	HSE Recovery College	From 4pm to 5.30pm on 15th - 29th January 2025, 5th - 26th February & 5th - 12th March 2025
Cavan Institute (Kitchen & Classroom)	Cavan County Board GAA	Saturday 8th February 2025 from 11am to 1.30pm
Cavan Institute (Kitchen & Meeting room)	Cavan County Board GAA	Thursday 20th February 2025
Colaiste Dún an Rí (Sports hall)	Got Game Sports Ltd	Each Saturday from 11th January 2025 to 15th February 2025 from 10am to 11am
FET Campus (Football pitch)	Ballyhaise Celtic Women's Soccer Club	During 2025 on Mondays from 6.30pm to 8pm
FET Campus (Football pitch)	Killygarry GFC	During 2025 on Tuesdays from 6.30pm to 8pm
FET Campus (Football pitch)	Cavan Gaels GAA	During 2025 on Wednesdays from 6.30pm to 8pm
FET Campus (Football pitch)	Butlersbridge GAA	During 2025 on Thursdays from 6.30pm to 8pm
Inver College (PE hall)	Donaghmoyne Community Games	Fridays from 22nd November 2024 until 13th December 2024 from 7.30pm to 8.30pm
Inver College (PE hall)	Carrick Cruisers Basketball Club	Wednesdays from 5.15pm to 6.30pm from 23 October 2024 to 30 April 2025
Inver College (PE hall)	Cavan & Monaghan Underage League	2nd January from 12 noon to 4pm
Inver College (PE hall)	North East Musical & Dramatic Society	From 7th January to 30th March 2025, Tuesdays and Thursdays from 8pm to 10pm
Inver College (PE hall)	Donaghmoyne Community Games	Each Sunday from 2nd February 2025 to 9th March 2025 from 11.00am to 12noon
Inver College (School hall)	Carrickmacross Credit Union	Friday 7th February 2025 from 2pm to 10pm
St. Mogue's College	Parent's Association	Saturday 26th October 2024 from 7pm to 10pm



Tanagh OETC	HSE Dublin North East (Health Promotion & Improvement)	Wednesday 22nd January 2025 from 9am to 1pm
Tanagh OETC (Pre-fab)	Leave No Trace Ireland Ltd	Saturday 8th March 2025 from 10am to 3pm
Virginia College (Sports Hall)	Irish Blood Transfusion Service	Wednesday 19th March 2024 from 2pm to 10.30pm
Virginia College (Sports hall)	East Cavan Eagles Basketball Club	From August 2024 to April 2025 Mondays to Fridays from 6pm to 10pm and Saturdays and Sundays from 10am to 6pm

It was resolved: R. 08/02/2025

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

Proposed by Cllr C Carthy

Seconded by Cllr A Campbell

Passed Unanimously

5.5 Other Matters

5.5.1 Policies

5.5.1.1 Code of Conduct for ETB Members

It was resolved: R. 09/02/2025

"to adopt the Code of Conduct for ETB Members".

Proposed by Cllr C Brady

Seconded by Cllr B Fay

Passed Unanimously

5.5.1.2 Statement of Disclosure of Interest for ETB Members

It was resolved: R. 10/02/2025

"to adopt the Statement of Disclosure of Interest for ETB Members".

Proposed by Cllr C Carthy

Seconded by Cllr C McCormick

Passed Unanimously

5.5.1.3 Code of Conduct for ETB Staff

The Board noted the Code of Conduct for ETB Staff.

5.5.1.4 Statement of Disclosure of Interest for ETB Staff

The Board noted the Statement of Disclosure of Interest for ETB Staff.



5.5.2 Protected Disclosures Annual Report 2024

The CE advised there were no protected disclosures made during 2024; therefore, a nil report will be returned.

6 Strategy Statement 2022-2026

6.1 Policies: No business

6.2 SLA/MOU/Consortium Agreement: For noting

Item No.	Organisation	Project Title
6.2.1	Department of Education	SLA between DE and CMETB: Appointment of Project Managers
6.2.2	ATU, GRETB and MSLETB	MOU between ATU and CMETB, GRETB and MSLETB
6.2.3	ATU, GRETB, MSLETB and Donegal ETB	Consortium Agreement between ATU and CMETB, GRETB, MSLETB and Donegal ETB

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 activities (see **Appendix E**). DFET confirmed that a new FET strategy is currently being devised by Solas, to be delivered in quarter 2. On receipt CMETB will review our FET Strategy and make amendments to align with Solas priorities.

DFET stated that ETBs will be advised of their FET Budgets in March, and confirmed the budget should be healthier than last year. Two new traineeships are planned, working in a Spa and Tiling. A member welcomed the addition of the Tiling training as there is a shortage of skilled tilers for the construction sector. He also suggested that training technicians in the use of heat pumps would be useful considering the increase of new builds moving towards more sustainable heating systems. Another member asked if a training course in Plastering and Brick Laying could also be considered. The member also enquired if Adult Education have plans for Seachtain na Gaeilge. DFET confirmed that plans are in progress to mark the week in March.

A member asked if a hairdressing course could be arranged for the migrant community for afro hair, as they currently have to travel to Dundalk to upskill in this specific field. DFET agreed to link directly with the member to discuss options.

7.1.2 Board member vacancies on Boards/Committees under FET

It was resolved: R. 11/02/2025

to appoint the following to Boards/Committees under FET:

Board/Committee	Board Member	Proposed By Seconded By
FET Board	Cllr A Campbell	P: Cllr C Carthy S: Cllr S Flynn
Creative Arts Youth Committee	Cllr C Carthy	P: Cllr A Campbell S: Cllr S Flynn

Passed Unanimously

The Board agreed to defer filling the Board vacancy on Monaghan Institute Board of Management until the next meeting.

7.1.3 CMETB FET Board

7.1.3.1 FET Board Minutes

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

Resolution No.		Date	Proposed / Seconded
R. 12/02/2025	FET Board Minutes	04.06.2024	P: Mr J McGrath S: Cllr C Brady

Passed Unanimously

7.1.4 Board of Management:

No business

7.1.5 Committee/Board Minutes

It was resolved to **adopt the minutes** of Board/Committee meeting(s) as follows:

Resolution No.	Board/Committee	Date	Proposed / Seconded
R. 13/02/2025	Youthwork Committee	02.05.2024	P: Cllr C Carthy S: Cllr A Campbell
R. 14/02/2025	Youthwork Committee	03.12.2024	P: Cllr C Carthy S: Cllr A Campbell
R. 15/02/2025	Tanagh OETC	24.06.2024	P: Cllr C Brady S: Cllr B Fay
R. 16/02/2025	Youthreach	05.12.2024	P: Mr J McGrath S: Ms AA Barker

Noted

7.1.6 Appointment to Board/Committees under FET

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

Resolution No.	Youthreach Board	Proposed / Seconded
R. 17/02/2025	Pat Merrick (Community Representative)	P: Cllr A Campbell S: Cllr C Carthy

Passed Unanimously

7.1.7 FET Policies

No business

7.1.8 Child Safeguarding

No business

7.1.9 Anti-Bullying

No business

7.2 Schools

7.2.1 Director of Schools Report

The Director of Schools gave a comprehensive report on Schools (see **Appendix F**). He acknowledged a recent whole school evaluation inspection at Beech Hill College that received a very positive report. Ms AA Barker, member of the Board of Management, concurred stating the report was a credit to the Principal and senior management of the school.

A member raised the issue of first year students being bombarded with AI generated content on social media while using their mobile phones and asked if CMETB could develop a short course in Critical Thinking to raise awareness of misinformation online. The DOS referred to the Digital Media Literacy programme, which will need to be updated and that schools are limited enough in what they can do in terms of timetable. DOS advised that most CMETB schools are mobile free during the school day. Another member suggested that engagement is needed with parents re mobile use/content, as it is not just the job of schools to regulate.

There was also discussion around the pressure on IT resources that will result from the introduction of new Leaving Cert subjects, which have 40% project work. Another concern is whether the work submitted by students is their own work or AI generated.

A member asked if the Director of Schools will be running Competency Based Interview training again, as he was unable to attend the session in December. DOS advised that if there is sufficient interest a second session can be arranged.

7.2.2 Boards of Management

7.2.2.1 Board member vacancies on BOMs/Committees under Schools

It was resolved: R. 18/02/2025

"to appoint the following to Board of Managements/Committees under DoS"

School/Committee	Board Member	Proposed By Seconded By
Castleblayney College	Cllr A Johnston	P: Cllr A Campbell S: Mr J McGrath
Largy College Board of Governors	Cllr A Johnston	P: Cllr A Campbell S: Mr J McGrath
St. Mogue's College	Cllr C Brady	P: Cllr A Campbell S: Cllr B Fay
Music Generation Committee	Cllr A Johnston	P: Cllr A Campbell S: Mr J McGrath

Passed Unanimously

7.2.2.2 Appointments to Boards of Management

It was resolved: R. 19/02/2025

"to appoint the following Nominees to schools Board of Managements"

School	BOM Nominee/Community Representative	Proposed By Seconded By
Ballybay Community College	Margaret McCluskey Lisa Cole John McKeown	P: Cllr C Carthy S: Cllr A Campbell
Castleblayney College	Hilary Murtagh	P: Mr J McGrath S: Cllr C Carthy
Inver College	Dick Bourke Brian Martin Sandra McCooey	P: Cllr C Carthy S: Cllr A Campbell
Largy College Board of Governors	Michael Killen as Chairperson	P: Cllr A Campbell S: Mr J McGrath
St. Bricin's College	Elaine Birkett Francis Cahill	P: Cllr C Brady S: Cllr N Brady
Virginia College	Mary Gaynor	P: Cllr C Brady S: Cllr S Flynn

Passed Unanimously

7.2.2.3 Board of Management Minutes

The following minutes of Boards of Management were noted:

School	Date
Ballybay Community College	03.09.2024



Beech Hill College	10.10.2024
Breifne College	19.06.2024
Castleblayney College	16.05.2024
Castleblayney College	12.09.2024
Coláiste Dún an Rí	16.10.2024
Inver College	01.11.2024
Largy College	11.11.2024
Largy College BOG	15.12.2023
St. Bricin's College	12.09.2024
St. Mogue's College	21.11.2024
Virginia College	05.11.2024

Noted

7.2.3 School Based Policies:

For noting

Item No	Policy
7.2.3.1	Ballybay Community College: Sustainability Policy
7.2.3.2	Coláiste Oiriail: Sustainability Policy

Noted

7.2.4 Child Safeguarding Policy: No business

7.2.5 Anti-Bullying Policy: No business

7.2.6 Garage Theatre

7.2.6.3 Appointment to Garage Theatre

It was resolved: R. 20/02/2025

"to appoint the following to the Garage Theatre Board"

Garage Theatre	Proposed By Seconded By
CE's Nominee Denise McCabe (Visual Artist) replacing Pat McCabe	P: Cllr C Carthy S: Cllr A Campbell

Passed Unanimously



7.2.6.2 Garage Theatre Board

"It was resolved to adopt minutes of the Garage Theatre Board as follows"

Resolution No.	Date	Proposed By Seconded By
R. 21/02/2025	24.09.2024	P: Mr J McGrath S: Cllr C Brady

Passed Unanimously

7.3 Music Generation Committee

It was resolved to adopt minutes of Music Generation Committee as follows"

Resolution No.	Date	Proposed By Seconded By
R. 22/02/2025	30.05.2024	P: Cllr B Fay S: Cllr C Brady

Passed Unanimously

8 Attendance Approval: No business

9 Code of Practice for the Governance of ETBs

9.1 Annual Board Self-Evaluation Questionnaires

The Chairperson reported that 13 completed questionnaires were returned and reviewed. 85% of responses fell in to "satisfied" or "very satisfied" scoring categories, which is a very positive outcome. 11% were "neither satisfied or dissatisfied" and 4% fell into the "dissatisfied" category, with nothing of significance to note.

10 Chief Executive Report

Meetings Attended:

Date	Details
11.12.2024	<ul style="list-style-type: none"> CE Forum meeting
12.12.2024	<ul style="list-style-type: none"> CE meeting with Secretary General in Marlborough St, Dublin Principals CPD event in Hillgrove Hotel
16.12.2024	<ul style="list-style-type: none"> FET Showcase Planning Meeting with DE re new Special School
17.12.2024	<ul style="list-style-type: none"> Competency Based Interview Training in CMETB Head office
18.12.2024	<ul style="list-style-type: none"> Meeting staff in Cavan Admin Office Cavan LAG Meeting in Cavan Council Chamber



19.12.2024	• ETBI Strategy Steering Committee Meeting
20.12.2024	• IPA Climate Action & Sustainability Leadership course
10.01.2025	• CMETB FET Capital Planning meeting with Solas
14.01.2025	• Stage 2: Bullying, Prevention and Resolution Training in Carrick on Shannon
	• Signing of MI Articulation agreement with DKIT in Monaghan Institute
15.01.2025	• CE Forum Meeting
	• Planning Meeting with DE re new Special School
16.01.2025	• LCDC Programme of Awareness, Communications Campaign Working Group meeting, Dept of Rural & Community Development, Dublin
17.01.2025	• Meeting with staff in Breifne College
20.01.2025	• Meeting with CMETB Ethos Co Ordinator
	• Planning meeting with ETBI re Gaeltacht course
21.01.2025	• ETBI Phase 2 Governance Training
	• Bailieboro Community School BOM Meeting
22.01.2025	• CMETB REALT meeting
	• CE Forum meeting with IBEC
29.01.2025	• Prep meeting for DOSD Forum meeting
30.01.2025	• ETBI, Principals and Deputy Principals Conference in Ballyconnell, Co Cavan
31.01.2025	• ETBI, Principals and Deputy Principals Conference in Ballyconnell, Co Cavan
05.02.2025	• DOSD Forum meeting
	• Meeting with DE re new Special School
06.02.2025	• CMETB Finance Committee meeting
07.02.2025	• SOLAS Site visit re FET estate planning in MI
10.02.2025	• Attend Funeral of Fiona Maloney, Director of the National Tertiary Office.
	• FET Management & Quality Council meeting
11.02.2025	• Tertiary Education Steering Committee meeting with ATU
	• CE Forum – Adaptive Leadership Workshop Hodson Bay, Athlone
12.02.2025	• CE Forum, Hodson Bay, Athlone
13.02.2025	• CI Musical "Joseph", Townhall Theatre, Cavan
14.02.2025	• Youthreach Board meeting, Cootehill
	• CMETB Heads of Section meeting in Head Office
17.02.2025- 20.02.2025	• Irish Language Course, Connemara organised by ETBI for CE's & Directors.
24.02.2025	• IAU-OAC ETBs meeting, Department of Education, Athlone
25.02.2025	• Teacher allocation meetings with schools
	• CMETB February Board Meeting, Head Office, Monaghan

Noted

11 Board Workplan

Noted



12 Schedule of Meetings

Date of Next Meeting: Thursday, 27 March @ 2pm

The meeting concluded at 4.45pm

Signed Fiona M'Guff

Chief Executive

Date 27 March 2025

Signed Carmel Brady

Chairperson

Date 27 March 2025

