



Minutes of the meeting of the CMETB Board held on Tuesday, 12 November 2024

A meeting of Cavan and Monaghan Education and Training Board took place on Tuesday, 12 November 2024 at 2pm, in St. Mogue's College, Bawnboy, Co. Cavan.

Cathaoirleach: David Maxwell

Baill I Lathair: April Anna Barker, Winston Bennett, Carmel Brady, Niamh Brady, Seamus Coyle, Brendan Fay, Michelle Flynn, Sinead Flynn, Clifford Kelly, David Maxwell, Irene McCausland, Colm McCormick, Frank McDermott, Joe McGrath, Rory McMahon, Peter McVitty, and Aíne Smith

Leithsceil: Damien Brady, Aidan Campbell, Colm Carthy and Lorraine Fealy.

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

1 Preliminary

1.1 Welcome

The Chairperson welcomed all present and thanked the Principal of St. Mogue's College, Ms Anne Conaghan, for the warm welcome and hospitality.

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.

2.2.2 National Parents Council - Female Parent Nominee to CMETB Board

The Chair asked that correspondence from the NPC be dealt at this point before moving on to the remaining Agenda items.

It was resolved to approve the appointment of the NPC Female nominee to the CMETB Board as follows:

Resolution No.	NPC Nominee	Proposed/Seconded
01/11/2024	Ms Michelle Flynn	P: Cllr C Kelly S: Cllr S Coyle

Passed Unanimously



Following the above resolution, Ms Michelle Flynn joined the meeting. The Board members welcomed the re-appointment of Ms Flynn to the CMETB Board.

1.3 In Committee Business

It was resolved: R. 02/11/2024

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

Proposed by Cllr C Brady
Seconded by Cllr S Coyle

Passed Unanimously

[Redacted]



[Redacted]



[Redacted]



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

It was resolved: R. 12/11/2024

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

Proposed by Cllr C Brady
Seconded by Cllr D Maxwell

Passed Unanimously

While the media were invited to the meeting, no one was available to attend.

1.4 Apologies Absence Approval

The absences of Damien Brady, Aidan Campbell, Colm Carthy and Lorraine Fealy was approved.

Passed Unanimously

Condolences

- To Marcella Argue (Monaghan Admin Office), Jacinta and Angeline on the death of their father Malachy Woods.
- To Aidan Keeshan (Virginia College) on the death of his mother Mary Keeshan.
- To Paddy Fulton (Former Teacher, Ballybay Community College) on the death of his mother Rose Fulton.
- To Michelle Maguire (Monaghan Admin Office) on the death of her father-in-law Michael Maguire.
- To Brian Murphy (LMETB, DOSD) on the death of his mother Lucy Murphy.

1.5 Minutes of Meetings

It was resolved: R. 13/11/2024



“to adopt minutes of the meeting of Cavan and Monaghan ETB held on 17 September 2024.

Proposed by Cllr C Brady

Seconded by Cllr S Flynn

Passed Unanimously

1.6 Matters arising

A member asked for an update on the status of the Adult Ed night classes following the discussion on the national FET budget shortfall at the last meeting. DFET advised that Solas confirmed there are no additional funds available, and any overspend by ETBs in 2024 will have to come out of next year's budget. CMETB was able to reallocate some FET funding for Adult Education to finish some courses that only had a few classes left. DFET advised that the situation was a little better than it had been.

1.6.1 Election of Deputy Chairperson

As the appointment of Deputy Chairperson was held over from the last meeting, proposals were invited for the position of Deputy Chairperson. Ms Aprilanna Barker was Proposed by Mr J McGrath and Seconded by Cllr C Brady. As there were no other nominations, Ms Aprilanna Barker was deemed elected to the position of Deputy Chairperson.

It was resolved: R. 14/11/2024

“to appoint Ms Aprilanna Barker as Deputy Chairperson of CMETB Board until September 2025”

Proposed by Mr J McGrath

Seconded by Cllr C Brady

Passed Unanimously

Ms AA Barker was congratulated and warm wishes were expressed for the year ahead as Deputy Chairperson of CMETB.

Due to work commitments Ms AA Barker resigned from the FET Board and proposed Mr J McGrath as her replacement.

It was resolved: R. 15/11/2024

“to appoint Mr J McGrath to the FET Board replacing Ms AA Barker”

Proposed by Ms AA Barker

Seconded by Cllr C Kelly

Passed Unanimously

2 Correspondence and Matters Arising

2.1 Correspondence

2.1.1 Department of Education Circulars

Circular Number	Details
Circular 0069/2024	Professional Master of Education (PME) Fee Refund Scheme
Circular 0070/2024	Ábhar Dualgais do Scrúdú Gaeilge na hArdteistiméireachta i mí an Mheithimh 2027
Circular 0072/2024	Parent's Leave Scheme for all other staff other than those persons employed as teachers and SNAs in Education and Training Boards (ETBs)
Circular 0073/2024	Revision of Teacher Salaries under the Public Service Agreement 2024-2026
Circular 0074/2024	Revision of Salaries for Special Needs Assistants (SNAs) under the Public Service Agreement 2024-2026
Circular 0075/2024	Revision of Salaries and Allowances of Certain Grades other than Teachers and SNAs employed by ETBs under The Public Service Agreement 2024 - 2026
Circular 0078/2024	Revision of Salaries for School Secretaries Previously Funded Under Ancillary Grant Funding
Circular 0080/2024	New measures to support the Forward Planning for Special Education Provision
Circular 0081/2024	Payment of Tool Allowance to Craft Workers - 2024
Circular 0085/2024	New Pay rate for School Transport Escorts

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

Information Notes	
Information Note 0003/2024	Amendment to the Maternity Leave Scheme for staff other than persons employed as Teachers and Special Needs Assistants employed in Education and Training Boards
Information Note 0004/2024	Amendment to the Paternity Leave Scheme for staff other than persons employed as Teachers and Special Needs Assistants employed in Education and Training Boards
Information Note 0010/2024	Amendment to the Maternity Leave Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools
Information Note 0011/2024	Amendment to the Maternity Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools
Information Note 0012/2024	Amendment to the Paternity Leave Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools



Information Note 0013/2024	Amendment to the Paternity Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools
Information Note 0016/2024	COVID-19: Changes to Special Leave with Pay for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary Schools

Read

2.1.2 Department of Education General Correspondence

Date	Subject
02.10.2024	Budget 2025
30.10.2024	Press Release: Announcement by Ministers Foley and Smyth that the Solar for Schools Programme will now be extended to all schools

Read

2.1.3 Correspondence from DE - Finance

Date	Subject
25.09.2024	Sanction to seek overdraft accommodation of €3m from 01 January 2025 to 31 December 2025
25.09.2024	Sanction to avail of Banking-on-Line EFT facilities to the amount of €2.9m from 01 January 2025 to 31 December 2025

2.1.4 Correspondence from Solas - Finance

Date	Subject
18.10.2024	Budget 2025 – Cost of living increases
22.10.2024	Green Devolved Capital Allocation - €435,000
23.10.2024	Apprenticeship Programme Revalidation – Equipment Capital Approval - €214,483.14

Read

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

Date	Subject
16.08.2024	Audit of Annual Financial Statements for year ended 31.12.2023: Report of Comptroller and Auditor General and set of signed financial statements

Read

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

Date	Subject
24.09.2024	Application of "Pay Parity" as Pension Increase Policy, in line with the Public Service Agreement 2024-2026



Read

2.1.7 Correspondence from ETBI

Date	Subject
27.09.2024	Reserve Members Forum Nominee

Read

2.1.8 Correspondence from other Sources- Finance

Date	From	Subject
30.08.2024	ASM Chartered Accountants	Audit of CMETB 2023: Management Letter
10.09.2024	DSP	School Meals (Local Projects) Scheme 2024-2025: Beech Hill College: Overall Allocation of €432,630.00 has been approved with the first instalment of €169,360.75 to issue shortly.
27.09.2024	DSP	School Meals (Local Projects) Scheme 2024-2025: Ballybay community College: Overall Allocation of €42,500 has been approved with the first instalment of €14,184.01 to issue shortly.
10.10.2024	Dept of Tourism, Culture, Arts, Gaeltacht, Sport and Media	2023 Community Sport Facilities Fund - Grant of €110,313 for Castleblayney College
10.10.2024	Dept of Tourism, Culture, Arts, Gaeltacht, Sport and Media	2023 Community Sport Facilities - Fund Grant of €39,730 for Breifne College
10.10.2024	DCEDIY	Minor Grant Scheme 2024 €50,000
14.10.2024	DFHERIS	Press Release: Minister O'Donovan and Minister Collins. Devolved Capital Allocation of €435k for CMETB
25.10.2024	DSP	School Meals (Local Projects) Scheme 2024-2025: Inver College: Overall Allocation of €246,980.25 has been approved with the first instalment of €36,755.70 to issue shortly.
31.10.2024	Special EU Programme Body (SEUPB)	PEACEPLUS Southeast Cross-Border Alliance (SECBA) initiative of which Monaghan Institute and Cavan Institute are partners, have secured funding under SEUPB of approx. €800k each. The Green Accelerator Skills Programme (GRASP) Action Plan has secured funding of €10m allocation across all partners which includes CMETB Training Services.

Read

2.1.9 Correspondence from Other Sources - General

Date	From	Subject
23.09.2024	Cornelia Connolly	Appointment to Audit and Risk Committee declined.



03.10.2024	Dept of Transport	Reporting requirement under the Clean Vehicles Directive (Directive 2019/1161/EU)
11.10.2024	National Parents Council	Acknowledgement of Boards request to continue to seek to fill the female parent's rep vacancy on the CMETB Board
11.10.2024	Minister O'Donovan's Office	Ack of CMETB Letter re possible visit to FET training centres
21.10.2024	Dept of Environment, Climate and Communications	Reduce Your Use 2024/25 Campaign for public Bodies
29.10.2024	National Parents Council	Female Parent Nominee to CMETB Board
04.11.2024	Dept of Tourism, Culture, Arts, Gaeltacht, Sport and Media	Beech Hill Sports Campus – Large Scale Sports Capital Grant Application

Read

2.1.10 Correspondence Sent

Date	To	Subject
27.09.2024	A.B O'Reilly, Dolan Solicitors	Board Response re land offer adjacent to Virginia College
27.09.2024	Minister Patrick O'Donovan	Board correspondence re FET Budget Shortfall
11.10.2024	NPC	Request to continue to seek a female parent representative for the CMETB Board

Read

2.2 Correspondence: Matters Arising

2.2.1 Nomination, CMETB Member to ETBI Reserve Members Forum w.e.f September 2024

It was resolved: R. 16/11/2024

“to approve the re-nomination of Cllr C Kelly to serve on the ETBI Reserve Members Forum for a further 3 years”

Proposed by Cllr A Smith

Seconded by Mr F McDonald

Passed Unanimously

2.2.2 National Parents Council - Female Parent Nominee to CMETB

This item was taken at the beginning of the meeting, at the request of the Chairperson.

Noted



A member referred to Circular 0070/2024 listed in the correspondence and suggested the implementation of a change to the Leaving Certificate Irish curriculum should be delayed until the full introduction of a new senior cycle curriculum. The CE advised that the issue could be highlighted to ETBI via the Director of Schools. A discussion ensued and the Board agreed to send a letter to the Minister for Education to highlight the concern.

It was resolved: R. 17/11/2024

“to write to the Minister for Education and request the implementation of a change to the Irish Leaving Certificate Curriculum is delayed until the full senior cycle curriculum is ready”

Proposed by Mr J McGrath
Seconded by Mr C McCormick

Passed Unanimously

3 Audit and Risk

3.1 Audit and Risk Committee

3.1.1 Audit and Risk Committee Minutes

It was resolved: R. 18/11/2024

“to adopt minutes of the meeting of the Audit and Risk Committee held on 12 June 2024”.

Proposed by Mr J McGrath
Seconded by Cllr C Kelly

Passed Unanimously

3.1.2 Audit and Risk Committee Report 12 June 2024 to CMETB”

Noted

3.1.3 Charter and Terms of Reference for Audit and Risk Committee

It was resolved: R. 19/11/2024

“to adopt the Charter and Terms of Reference for the Audit and Risk Committee”

Proposed by Cllr S Coyle
Seconded by Cllr C Brady

Passed Unanimously

3.2 Internal Audit

3.2.1 Charter for Internal Audit

It was resolved: R. 20/11/2024



“to adopt the Charter and Terms of Reference for the Internal Audit”

Proposed by Ms I McCausland
Seconded by Mr C McCormick

Passed Unanimously

4 Finance

4.1 Finance Committee

4.1.1 Finance Committee Minutes

It was resolved: R. 21/11/2024

“to adopt the minutes of the meeting of the Finance Committee held on 28 May 2024”.

Proposed by Cllr C Kelly
Seconded by Cllr C Brady

Passed Unanimously

4.1.2 Finance Committee Report 28 May 2024 to CMETB Noted

4.1.3 Charter and Terms of Reference for Finance Committee

It was resolved: R. 22/11/2024

“to adopt the Charter and Terms of Reference for the Finance Committee”

Proposed by Mr J McGrath
Seconded by Cllr C Brady

Passed Unanimously

4.2 Finance Update

Ms Amanda Taylor, Finance Officer, briefed the meeting on the Financial Report for October 2024.

Circular 0052/2022

Head of Finance reminded members of the Revised Motor Travel Rates effective from 1st September 2022, Payable to Staff in Education and Training Boards (ETBs) and Members of ETBs and of ETB Statutory Committees in Circular 0052/2022. (Correspondence list, Board meeting 20.09.2022) The reduced rates apply to staff and Board members travelling for conference/training purposes. A member noted these rates don't apply in the Local Authority and they should be the same for ETBs and stated that very few members will be willing to travel to conferences or for training, based on this reduced travel rate.



Following attendance at a recent school Board of Management meeting a Board member noted that the school core budget had not increased since 2014 despite the cost of energy and materials having increased substantially. Head of Finance advised that the school budget is based on enrolment and is per the calendar year not the academic year. The high cost of photocopying for this school was also discussed. DOSD advised there is one supplier operating within the framework which is cost effective with all schools supplied recently with new photocopying machines. DOSD will liaise with the school. The value for money and support for local businesses was discussed by the members.

4.3 Service Plan Update

The CE gave a comprehensive update on the Service Plan to the Board. (see *Appendix A*).

5 OSD Matters

5.1 Land and Buildings

5.1.1 Leases/Contracts

See In Committee above.

5.1.2 Land and Buildings Report

The DOSD gave a comprehensive presentation on the Land and Buildings report (see *Appendix B*) which also included reference to the recent announcement of the approval to proceed to pre-tender stage of development for the College of the Future at the Cavan Institute Campus. The CE acknowledged and thanked DFET Dr Linda Pinkster, DOSD Karen McBride and CI Director Dr Niall McVeigh for the huge volume of work and commitment involved to submit a revised business case for the project which has led to the approval to proceed to the next stage in the process.

5.2 Risk Management Report

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

Noted

5.3 Summary of Executive Orders

The functions delegated by the Chief Executive were noted.

Noted.

5.4 Use of Facilities

CMETB Centre	Requester	Dates Required
Ballybay Community College (1 Large Room / Hall)	Monaghan Integrated Development	Tuesday 15th October 2024 from 8pm to 9pm
Ballybay Community College (Sports Hall)	Ballybay Pearse Brothers Juveniles	Tuesday 1st October 2024



Breifne College (Badminton Hall)	Breffni Blues Special Olympics Club	Tuesdays during school calendar from 7pm to 8pm
Breifne College (Basketball court / Gym)	Cavan Lakers Basketball Club	Monday / Tuesday from 5.30pm to 7.00pm
Breifne College (Hall x 4 Courts)	Cavan Sports Partnership & Badminton Ireland	Tuesday 2nd October to Tuesday 23rd October 2024 from 7pm to 8pm (4 weeks for 1 hour per week)
Breifne College (Sports Hall)	Cumann Na bhFiann	Thursdays from 4.30pm to 7.30pm
Breifne College (Sports Hall)	Breffni Blues Special Olympics Club	Tuesday 17th September 2024
Castleblayney College (Gym)	Castleblayney Camogie Club	Saturdays from 9.30am to 1pm from 19 October 2024 to 22nd March 2025
Castleblayney College (Gym)	Castleblayney Gymnastics Club	Saturday 26th October 2024 from 2pm to 5pm
Castleblayney College (Sports Hall)	Oram GFC	Weekly from Thursday 7th November 2024 to Thursday 24 April 2024 from 7.30pm to 8.30pm
Castleblayney College (Sports Hall, Toilets, Changing Rooms)	Carrick Crows Volleyball Club	Sundays, 17th November 2024 from 10am to 4.30pm; 24th November 2024 from 10am to 6.30pm; Saturday 14th December 2024 from 1.30pm to 7pm; Sundays 26th January 2025 from 12pm to 4.30pm; 9th February 2025 from 12.30pm to 6.30pm; Saturday 15th February 2025 from 1.15pm to 7pm; Sunday 13th April 2025 from 10am to 4.30pm.
Coláiste Dún an Rí (Sports Hall & Classroom)	Cavan Sports Partnership	Saturday 23rd November from 9am to 4pm
Inver College (Car park)	Carrickmacross Emmets	Saturday 5th October 2024 from 3pm to 5.30pm
Inver College (PE Hall)	Born 2 Perform	Mondays from 7pm to 9pm from 9th September 2024 to 16 June 2025
Tanagh OETC (Meeting Rooms, Accommodation & Indoor climbing wall)	Monaghan Co. Council	Friday 11th October 2024 from 9.30am to Saturday 12th October at 4pm

It was resolved: R. 23/11/2024

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

Proposed by Cllr C Kelly

Seconded by Cllr S Coyle

Passed Unanimously

5.5 Other Matters

5.5.1 Policies - For noting

Item No	Policy
5.5.1.1	Equality and Diversity Policy

Noted



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	Cavan County Council	Planet Youth Project

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 DFET report in **Appendix D**).

7.1.2 Appointments of Board nominees to Boards and Committees under FET

It was resolved: R. 24/11/2024

“to appoint the following to the **FET Board**”

FET Board	Name	Nominated by	Proposed by Seconded by
	Pamela Carney	Cavan Co Local Development (CCLD)	P: Cllr S Coyle S: Cllr C Brady
	Gerard Callan	Monaghan Integrated Development	P: Cllr S Coyle S: Cllr C Brady
	Cathal Flynn	Monaghan County Council	P: Cllr S Coyle S: Cllr C Brady
	TBC	Cavan County Council	P: Cllr S Coyle S: Cllr C Brady
	Sharon Curran	DSP	P: Cllr S Coyle S: Cllr C Brady
	Joe McCabe	Self - Industry	P: Cllr A Smith S: Cllr C Kelly
	Sarah Larkin	Self - Industry	P: Cllr S Flynn S: Mr J McGrath
	John Kelly	Self – Vol Community	P: Cllr W Bennett S: Cllr C Brady

Passed Unanimously

It was resolved: R. 25/11/2024

“to appoint the following to the Youth Work Committee”

Youth Work Committee	Name	Nominated by	Proposed by Seconded by
	Taylor Lennon	Cavan Comhairle na nÓg	P: Cllr W Bennett S: Cllr S Flynn
	Paul Carragher	Monaghan Comhairle Na nÓg	P: Cllr W Bennett S: Cllr S Flynn
	Ste Corrigan	Self	P: Cllr C Kelly S: Cllr C Brady
	Cait Fleming	JLO	P: Cllr C Kelly S: Cllr C Brady
	Edel Gilliland	JLO	P: Cllr C Kelly S: Cllr C Brady
	Kathryn Walsh	Self	P: Mr C McCormick S: Ms I McCausland
	Colin McAree	Self – Voluntary Sector	P: Cllr S Flynn S: Mr F McDonald
	Simon Pierce	Self – Voluntary Sector	P: Cllr S Flynn S: Mr F McDonald
	Caolan Faux	Self – Voluntary Sector	P: Cllr S Flynn S: Mr F McDonald

Passed Unanimously

It was resolved: R. 26/11/2024

“to appoint the following to the Creative Arts Youth Committee”

Creative Arts Youth Committee	Name	Nominated by	Proposed by Seconded by
	Audrey Wilson	Monaghan Co Council	P: Cllr C Brady S: Cllr C McCormick
	TBC	Cavan Co Council	P: Cllr C Brady S: Cllr C McCormick
	Padraig McBreen	Self – Voluntary Community	P: Cllr C Kelly S: Ms I McCausland
	Colette Deeney	Self – Voluntary Community	P: Cllr C Kelly S: Ms I McCausland
	Caolan Faux	Self - Voluntary Community	P: Cllr C Kelly S: Ms I McCausland
	Catherine McKiernan	Self – Voluntary Community	P: Cllr C Kelly S: Ms I McCausland

Passed Unanimously



It was resolved: R. 27/11/2024

“to appoint the following to Tanagh OETC BOM”

Tanagh OETC BOM	Name	Nominated by	Proposed by Seconded by
	Cllr Sarah O'Reilly	Self – Voluntary Community	P: Cllr C Brady S: Cllr C Kelly

Passed Unanimously

It was resolved: R. 28/11/2024

“to appoint the following to the Youthreach Board”

Youthreach	Name	Nominated by	Proposed by Seconded by
	Vera O'Brien	Education - Principal	P: Ms I McCausland S: Cllr S Flynn

Passed Unanimously

7.1.2.1 Appointment of Chairpersons to Committees under FET

It was resolved: R. 29/11/2024

“to appoint the following as Chairperson of the following Boards and Committees respectively”

Board/Committee	Board Member	Proposed by Seconded by
FET Board	Mr Joe McGrath	P: Cllr C Kelly S: Cllr A Smith
Youthwork Committee	Cllr Aidan Campbell	P: Cllr D Maxwell S: Cllr C Kelly
Creative Arts Youth Committee	Cllr Brendan Fay	P: Cllr D Maxwell S: Cllr A Smith
Tanagh OETC	Cllr Carmel Brady	P: Cllr D Maxwell S: Cllr N Brady
Youthreach Board	Cllr Clifford Kelly	P: Cllr A Smith S: Cllr N Brady

Passed Unanimously

7.1.3 CMETB FET Board Minutes: No business

7.1.4 Boards of Management



7.1.4.1 Board of Management Appointments

It was resolved: R. 30/11/2024

“to appoint the following to Cavan Institute and Monaghan Institute Board of Managements respectively”

Institute	Community/Industry Representatives	Proposed by Seconded by
Cavan Institute	Dr Sheila Flanagan Andrea Flanagan Cormac Dunne Eoin Doyle	P: Cllr C Brady S: Cllr C Kelly
Monaghan Institute	Shane Hill Jude Wilson Noreen McDonnell	P: Mr J McGrath S: Cllr D Maxwell

Institute	Student Representatives	Proposed by Seconded by
Monaghan Institute	Billy Rutledge James McGirl	P: Cllr D Maxwell S: Mr J McGrath

Passed Unanimously

7.1.4.2 Board of Management Minutes: No business

7.1.4.3 Tanagh OETC Board – Operating procedures and Terms of Reference

It was resolved: R. 31/11/2024

“to approve the Operating procedures and Terms of Reference for Tanagh OETC Board”

Proposed by Cllr C Brady

Seconded by Cllr S Coyle

Passed Unanimously

7.1.5 Youth Work Committee: No business

7.1.6 FET Policies: No business

7.1.7 Child Safeguarding: No business

7.1.8 Anti-Bullying



Notice of Annual Review of Anti-Bullying Policy

- Monaghan Institute

Noted

7.2 Schools

7.2.1 DoS Report

The Director of Schools was not in attendance. His update on schools was noted and available on the Board SharePoint (see **Appendix E**).

A member expressed concerns about the drop off and pick up area at Ballybay Community College which connects to main road R180 which is extremely busy. DOSD agreed to liaise with the school and Monaghan County Council regarding this.

7.2.2 Nominations to Boards and Committees under Schools

It was resolved: R. 32/11/2024

“to appoint the following to Music Generation Committee”

Music Generation Committee	Name	Nominated by	Proposed by Seconded by
	Deirdriu McQuaid	Monaghan Co Council	P: Cllr S Coyle S: Cllr S Flynn
	TBC	Cavan Co Council	P: Cllr S Coyle S: Cllr S Flynn
	James McGovern	Self	P: Cllr A Smith S: Mr P McVitty
	Thomas Johnston	Self	P: Cllr D Maxwell S: Cllr S Coyle
	Sean McElwain	Self	P: Cllr S Flynn S: Ms AA Barker
	Shane Carroll	Self	P: Cllr A Smith S: Mr P McVitty

Passed Unanimously

It was resolved: R. 33/11/2024

“to appoint the following to the Garage Theatre Board of Management”



Garage Theatre BOM	Name	Nominated by	Proposed by Seconded by
	Cllr Paucic Clerkin	Monaghan Co Council	P: Cllr S Flynn S: Cllr C Brady
	Cllr Bronagh McAree	Monaghan Co Council	P: Cllr S Flynn S: Cllr C Brady
	Pat McCabe	CMETB CE Nominee	P: Mr J McGrath S: Ms AA Barker
	Tommy McCormick	Self	P: Cllr S Flynn S: Cllr D Maxwell
	Pat Deery	Self	P: Cllr S Flynn S: Cllr D Maxwell
	Fiona McCaffrey Jones	Self	P: Cllr S Flynn S: Cllr D Maxwell
	Niall P Lynch	Self	P: Cllr S Flynn S: Cllr D Maxwell

Passed Unanimously

7.2.2.1 Appointment of Chairpersons

It was resolved: R. 34/11/2024

“to appoint the following as Chairperson of Music Generation Committee and the Garage Theatre respectively”

Committee/BOM	Board Member	Proposed by Seconded by
Music Generation Committee	Cllr Clifford Kelly	P: Mr J McGrath S: Cllr A Smith
Garage Theatre BOM	Cllr Colm Carthy	P: Cllr D Maxwell S: Cllr S Flynn

Passed Unanimously

7.2.3 Board of Management

7.2.3.1 BOM Appointments

It was resolved: R. 35/11/2024

“to appoint the following BOM Nominees to schools Board of Managements”

School	BOM Nominee/Community Representative	Proposed By Seconded By
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Beech Hill College	Gail Treanor	P: Cllr D Maxwell S: Ms AA Barker
Breifne College	Sheila Coyle Tony Reilly	P: Cllr D Maxwell S: Ms AA Barker
Coláiste Dún an Ri	Joe McCabe Rosena Donagh Martin Kelly Jonathan Gilmore	P: Cllr D Maxwell S: Ms AA Barker
Coláiste Oiriall	Micheál Mac Giolla Chomhail Ciara NicCionnaith Seán Ó Mhurchadha Niall Ó Conchúir	P: Cllr D Maxwell S: Ms AA Barker
Virginia College	Graham Tolan Katryn Cahill	P: Cllr D Maxwell S: Ms AA Barker

School	Diocesan Nominee	Proposed By Seconded By
Largy College	Tom Kelly	P: Cllr S Coyle S: Mr J McGrath

Passed Unanimously

7.2.3.2 Boards of Management Minutes: For noting

The following minutes of Boards of Management were noted:

School	Date
Beech Hill College	09.05.2024
Beech Hill College	16.09.2024
Beech Hill College	01.10.2024
Coláiste Dún an Ri	05.09.2024
Coláiste Oiriall	05.09.2024
Inver College	02.09.2024
Largy College	14.05.2024
St. Mogue's	11.06.2024
Garage Theatre	16.04.2024

Noted

7.2.3 Music Generation Committee: No business

7.2.5 School Based Policies: No business

7.2.6 Child Safeguarding Policy:



For noting

Item No	Policy	School
7.2.6.1	Annual Review	<ul style="list-style-type: none"> • Beech Hill College • Breifne College
7.2.6.2	Risk Assessment	<ul style="list-style-type: none"> • Breifne College
7.2.6.3	Statement	<ul style="list-style-type: none"> • Beech Hill College • Breifne College

Noted

7.2.7 Anti-Bullying Policy:

For noting

Item No	Policy	School
7.2.7.1	Review of Anti-Bullying Policy	<ul style="list-style-type: none"> • Beech Hill College • Coláiste Oiriall

Noted

8 Attendance Approval: No business

It was resolved: R. 36/11/2024

“to approve attendance as follows”

Title	Date	Delegates	Proposed / Seconded
ETBI Annual Conference 2024 in Wexford	25 & 26 September	Cllr Niamh Brady Cllr Clifford Kelly Mr Colm McCormick Mr Joe McGrath	Proposed by Cllr D Maxwell Seconded by Cllr C Brady
ETBI Town Hall Public Affairs event	23 October	Cllr David Maxwell Cllr Carmel Brady	Proposed by Cllr W Bennett Seconded by Ms I McCausland

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

Meetings Attended:

Date	Details
19.09.2024	<ul style="list-style-type: none"> St. Aidans Comprehensive BOM Meeting
24.09.2024	<ul style="list-style-type: none"> Pre-meeting for OSD Forum meeting (Co-Chair) Closing meeting with IAU re Reach Funding Audit Solas quarterly meeting with ETBI and ETB CEs
25.09.2024	<ul style="list-style-type: none"> ETBI Annual Conference in Whites Hotel, Wexford
26.09.2024	<ul style="list-style-type: none"> ETBI Annual Conference in Whites Hotel, Wexford
30.09.2024	<ul style="list-style-type: none"> ICT Steering Committee meeting ETBI Training for Principals re first meeting of new BOM
02.10.2024	<ul style="list-style-type: none"> OSD Forum meeting Cavan LAG and LCDC meetings
03.10.2024	<ul style="list-style-type: none"> CMETB Audit and Risk Committee meeting (First meeting of new term) in Head office
04.10.2024	<ul style="list-style-type: none"> Cavan Institute Graduations in Town Hall Arts Centre, Cavan
06.10.2024- 09.10.2024	<ul style="list-style-type: none"> ETBI CEs visit to Leuven, Belgium - Programme included <ul style="list-style-type: none"> EU priorities in Adult Education AI and the Future of Education and the Labour Market Understanding EU Funding European perspectives on Sustainability education e Future Classroom Lab and Presentation on European School net Meeting with IBEC, Head of EU Policy Visit to the European Commission
11.10.2024	<ul style="list-style-type: none"> CMETB Finance Committee (First meeting of new term) in Head office
14.10.2024	<ul style="list-style-type: none"> Workshop – Consultation on SOLAS FET Strategy in Carrick on Shannon
15.10.2024	<ul style="list-style-type: none"> CMETB Annual Careers fair in Hillgrove Hotel, Monaghan
16.10.2024	<ul style="list-style-type: none"> CE Forum Meeting in Athlone
21.10.2024	<ul style="list-style-type: none"> Launch of Co-Operation Ireland SEPI project in the Peace Campus, Monaghan
23.10.2024	<ul style="list-style-type: none"> Public Affairs Town Hall event in ETBI, Naas
24.10.2024	<ul style="list-style-type: none"> CMETB and LMETB joint craft apprenticeship Graduation (including OEM) in the Hillgrove Hotel, Monaghan BHC TY Music Performance in the Garage Theatre
25.10.2024	<ul style="list-style-type: none"> Principals meeting in St. Bricin's College, Belturbet
30.10.2024	<ul style="list-style-type: none"> Pre-meeting for OSD Forum meeting (Co-Chair) Cavan Local Action Group (LAG) Meeting Cavan LCDC Meeting
06.11.2024	<ul style="list-style-type: none"> OSD Forum Meeting

Noted

11 Board Workplan

Noted



AOB

The Chair and members welcomed Board member Irene McCausland, Vice President of DKIT to her first meeting of the CMETB Board. Ms McCausland thanked everyone for the warm welcome and said she was delighted to be nominated to the CMETB Board.

In his absence at the last meeting, Mr Joe McGrath was appointed to St. Mogue's BOM. Given the distance to travel for meetings, Mr McGrath tendered his resignation and proposed Ms Michelle Flynn to the Board of Management instead.

The members wished Cllr Carmel Brady and Cllr David Maxwell well as candidates in the upcoming Election.

The members also requested the CE send a letter of thanks to outgoing Minister Heather Humphreys on the commitment and substantial funding she brought to the Cavan and Monaghan constituency and to wish her well in her retirement.

12 Date of next meeting

The next meeting of CMETB Board will take place on Tuesday 10 December 2024 at 2pm in Cavan Institute preceded by lunch at 1pm.

The meeting concluded at 3.40pm

Signed 
Chief Executive

Signed 
Chairperson

Date 10 December 2024

Date 10 December 2024