



### **Minutes of Meeting held on Thursday, 27 March 2025**

A meeting of Cavan and Monaghan Education and Training Board took place on Thursday, 27 March 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, Colm Carthy, Seamus Coyle, Brendan Fay, Lorraine Fealy, Sinead Flynn, Clifford Kelly, Irene McCausland, Colm McCormick, Peter McVitty and Aine Smith

**Leithsceil:** Aidan Campbell, Michelle Flynn, Alan Johnston, Frank McDermott and Joe McGrath

**Ar Freastail:** Dr Fiona McGrath, Chief Executive  
Karen McBride, DOSD  
Dr Linda Pinkster, DFET  
Amanda Taylor, APO Finance  
Siobhan McKenna, Compliance  
Stephanie McGarry, Administrator  
Gemma Good, Anglo Celt  
Zoe Tunney, Northern Sound

## **1 Preliminary**

### **1.1 Welcome**

The Chairperson Cllr C Brady welcomed all present.

### **1.2 Declaration of Interest**

Declarations of Conflict of Interest were invited with none arising. Members were reminded of their responsibilities and that should any Conflict of Interest arise in the course of the meeting they must declare at that stage.

### **1.3 In Committee Business**

#### **1.3.1 OSD and FET Matters**

**“In Camera business”**

**It was resolved: R. 01/03/2025**

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

Proposed by Cllr S Coyle  
Seconded by Cllr C Carthy

Passed Unanimously



[Redacted]



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This concluded the "In Committee business."

**It was resolved: R. 05/03/2025**



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

Proposed by Cllr S Flynn

Seconded by Mr P McVitty

Passed Unanimously

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

#### 1.4 Condolences

- To Helen Fitzpatrick (former ALO) on the death of her mother Mary Smyth.
- To the Ward Family on the death of Rosemary Ward, former Tutor for Monaghan VEC
- To Peter Ward (Adult Ed) on the death of his mother Rosemary Ward.
- To Mathew Ward (Monaghan Institute) on the death of his grandmother Rosemary Ward
- To Andrew McCaul (Tanagh OETC) on the death of his father Peter Paul McCaul.
- To Dr Niall McVeigh (Cavan Institute) on the death of his sister Gemma McVeigh.
- To Caroline Griffin (Breifne College) on the death of her father James Griffin.
- To Donna Reilly (Monaghan Admin Office) on the death of her father-in-law Peter Reilly.
- To Cllr Aidan Campbell (Board Member) on the death of his cousin Joanne Bennett Campbell.

#### Congratulations

- To students from Coláiste Dún an Rí on their outstanding engagement on the RTE programme “Upfront with Katie Hannon”.
- To Beech Hill College students involved in the mini company “BHC Choppers” for coming second in the Monaghan Student Enterprise Awards and the two groups who won first place in both the innovation and business categories of Foroige NFTE programme.
- Kieran Callaghan of Callaghan Electrical on his speech at the Cavan Student Enterprise Awards and to all the students who took part in both the Cavan and Monaghan Student Enterprise award events

**During the meeting, the Board were kept informed of results coming in from the 2025 National ETB Excellence Awards in Croke Park.**

CMETB was shortlisted across multiple categories with four outstanding projects receiving awards as follows:

- **Music Generation Cavan/Monaghan 1<sup>st</sup> place** - ETB Excellence Award for Community for their project “A Deep Ravine”
- **Largy College 1st Place** – ETB Excellence Award for Respect for their anti-racism project ‘We Are All Human’
- **CMETB FET 2<sup>nd</sup> Place** ETB Excellence Award for FET- Employer Portal Project

- **Coláiste Oiriall Highly Commended** –Gradam Sármhaitheasa sa Ghaeloideachas for excellence in Irish-medium education

Noted

## 1.5 Minutes of Meeting

**It was resolved: R. 06/03/2025**

“to adopt minutes of the meeting of Cavan and Monaghan ETB held on 25 February 2025”.

Proposed by Cllr D Brady

Seconded by Cllr N Brady

Passed Unanimously

## 1.6 Matters Arising: No business

## 2 Correspondence and Matters Arising

### 2.1 Correspondence

#### 2.1.1 Department of Education Circulars

Circular Number	Details
Circular 0015/2025	Revision of Teacher Salaries under the Public Service Agreement 2024-2026. Application of pay adjustments with effect from 1 March 2025.
Circular 0016/2025	Revision of Salaries for Special Needs Assistants (SNAs) under the Public Service Agreement 2024-2026. Application of pay adjustments with effect from 1 March 2025
Circular 0017/2025	Revision of Salaries and Allowances of Certain Grades other than Teachers and SNAs employed by ETBs under The Public Service Agreement 2024 – 2026. Application of pay adjustments with effect from 1 March 2025
Circular 0020/2025	Revision of Salaries for School Secretaries Previously Funded Under Ancillary Grant Funding. Application of pay adjustments with effect from 1 March 2025
Circular 0021/2025	Prescribed Material for the Leaving Certificate English Examination in 2027
Circular 0022/2025	Postgraduate Certificate/Diploma of Teacher Professional Learning for Teachers working with Students with Special Educational Needs - Autism
Circular 0023/2025	Review of Enrolment in a Special Class

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
19.03.2025	Phase 3: Governance Training for ETB Board Members

Read

### 2.1.3 Department of Education Finance Correspondence

Date	Subject
27.02.2025	Letter of Assurance regarding internal control and audit arrangements for <b>ESBS-ETB Payroll</b> Shared Services (ESBS). ESBS 2024 KPI Report and ESBS 2024 Overview and Progress
28.02.2025	Letter of Assurance regarding internal control and audit arrangements for <b>ESBS-ETB Finance</b> Shared Services (ESBS) and 2024 Overview and Progress Report

Read

### 2.1.4 Finance Correspondence Solas

Date	Subject
27.02.2025	2025 Reach Funding Guidelines and initial Reach Funding allocation to CMETB is €136,000

Read

### 2.1.5 Correspondence from other Sources- Finance

Date	From	Subject
12.03.2025	DSP	School Meals (Local Projects) Scheme 2024-2025: <b>St. Mogue's College</b> : Overall Allocation of €64,785.60 has been approved with the first instalment of €27,241.12 to issue shortly.
12.03.2025	DSP	School Meals (Local Projects) Scheme 2024-2025: <b>St. Mogue's College</b> : Second instalment of €37,300.80 to issue shortly
13.02.2025	Healthy Monaghan	€15,500 allocation under Healthy Ireland Fund 2025 via LCDC
18.03.2025	DCEDIY	UBU Your Place Your Space 2025 additional funding allocation

Read

### 2.1.6 Correspondence from IAU-ETBs

Date	Subject
26.02.2025	Letter of Engagement: Internal Audit on the School Meals Programme in CMETB
10.03.2025	IAU Annual Report year ended 31.12.2024

Read

### 2.1.7 Correspondence from other Sources- General

Date	From	Subject
28.02.2025	DCEDIY	Notice of Youth Affairs Unit of DCEDIY transferring to the newly established Department of Education and Youth.
12.03.2025	Castleblayney Drama Festival	Letter of thanks

Read

### 2.1.8 Correspondence Sent

Date	To	Subject
03.03.2025	Rory McMahon	Letter of thanks and Board cessation arrangements

Read

## 2.2 Correspondence: Matters Arising

The CE highlighted correspondence from the DE regarding IPA Governance Training. The DE have requested that Chairpersons encourage their Board members to avail of Phase 3 Governance training for ETB Boards.

Chairperson Carmel Brady, who is also Chair of the Tanagh Board of Management, noted that there are vacancies for Community Representatives on the Tanagh BOM. Vacancies will be readvertised in the local newspaper and/or on social media.

## 3 Finance

### 3.1 Statement on Internal Control

The CE briefed the Board on the draft Statement on Internal Control 2024, outlining the procedure involved in preparing the report. She also stated that the Audit and Risk Committee had reviewed the draft Statement on Internal Control and in their report had recommended that the Chairperson of the Board sign the document.

**It was resolved: R. 07/03/2025**

**“to adopt the Statement on Internal Control 2024”**

Proposed by Cllr C Carthy  
Seconded by Cllr S Coyle

Passed Unanimously



### **3.2 Annual Financial Statements 2024**

Ms Amanda Taylor, Finance Officer, briefed the meeting on the Annual Financial Statements for 2024. She reported that the closing balance for 2024 is a surplus of €3.27m.

A member enquired if CMETB was penalised for running a surplus into the next financial year. The Finance Officer explained that a surplus is necessary for the schools and centres that work on an academic year basis and for some longer projects e.g. Léargas that can run for up to two years.

A member queried whether the IPB Dividend could be used. The DOSD advised that the DE has approved for ETBs to pool some of the IPB dividend for an IT security enhancement project across the sector.

**It was resolved: R. 08/03/2025**

“to adopt the **Annual Financial Statements 2024**”.

Proposed by Cllr B Fay  
Seconded by Ms I McCausland

Passed Unanimously

### **3.3 Finance Committee**

#### **3.3.1 Finance Committee Recommendation to CMETB**

The Finance Committee recommended approval of the Financial Statements for the 12-month period ending 31 December 2024 to CMETB, which the Board considered.

**It was resolved: R. 09/03/2025**

“to adopt the Finance Committee recommendation to approve the Financial Statements for the 12-month period ending 31 December 2024”.

Proposed by Cllr D Brady  
Seconded by Cllr B Fay

Passed Unanimously

#### **3.3.2 Finance Committee Minutes: 05 December 2024**

**It was resolved: R. 10/03/2025**

“to adopt the minutes of the meeting of the Finance Committee held on 05 December 2024”.



Proposed by Cllr C Kelly  
Seconded by Cllr B Fay

Passed Unanimously

### **3.3.3 Finance Committee Minutes: 06 February 2025**

**It was resolved: R. 11/03/2025**

“to adopt the minutes of the meeting of the Finance Committee held on 06 February 2025”.

Proposed by Cllr S Coyle  
Seconded by Cllr B Fay

Passed Unanimously

### **3.3.3 Finance Committee Report 06 February 2025 to CMETB**

Noted

## **4 Audit and Risk Committee**

### **4.1.1 Statement on Internal Control Report from Audit and Risk Committee to CMETB**

The Audit and Risk Committee recommended the acceptance of the Statement on Internal Control to CMETB

**It was resolved: R. 12/03/2025**

“to adopt the Statement on Internal Control Report, recommended by the Audit and Risk Committee to CMETB”

Proposed by Cllr N Brady  
Seconded by Cllr C Kelly

Passed Unanimously

### **4.1.2 Audit and Risk Committee Minutes**

**It was resolved: R. 13/03/2025**

“to adopt minutes of the meeting of the Audit and Risk Committee held on 25 November 2024”.

Proposed by Cllr S Coyle  
Seconded by Cllr B Fay

Passed Unanimously



### 4.1.3 Audit and Risk Committee Report 25 November 2024 to CMETB

Noted

## 5 OSD Matters

### 5.1 Land and Buildings Report

The DOSD gave a comprehensive presentation on the Land and Buildings report. (see **Appendix B**). The Board thanked the DOSD for the continued progress in relation to several building projects.

Regarding the proposed extension at Inver College, a member asked why additional information sought by Monaghan Co Council was not submitted in the initial planning application. DOSD advised that a substantial report was submitted, and it is not uncommon to receive specific requests following submissions to planning. The member highlighted the need for urgency in progressing the Inver College extension. Another member agreed, noting that the science room in the 1950's building is inadequate, and emphasizing the urgent need to provide the necessary facilities required for both students and the staff.

A member asked if there was any update on additional staff toilets for St. Bricin's College. DOSD advised that there was no progress but would follow up with the DE.

Noted

#### 5.1.1 Leases/Contracts: No business

### 5.2 Risk Management Report

The Risk Management Report was noted and linked in SharePoint following the meeting. (See **Appendix C**)

Noted

### 5.3 Summary of Executive Orders

No business

### 5.4 Use of Facilities

CMETB Centre	Requester	Dates Required
Castleblayney College (Gym)	Irish Blood Transfusion Service	Tuesday 1st and Wednesday 2nd April 2025 from 5.45pm to 9.30pm



Castleblayney College (Sports Hall, Field School Yards)	Drumlins Sports Camp	Monday 21st July 2025 to Friday 25th July 2025 from 8.45am to 2.30pm
Cavan Institute (Car Park)	Cavan Chamber of Commerce	Monday 17th March 2025 from 12 noon to 2.30pm
Cavan Institute (Classroom)	Cavan Sports Partnership	Tuesday 25th March 2025 from 6.30pm to 9.30pm
Dun an Rí (Sports hall)	Cavan Monaghan Underage League	From 14th March 2025 to 2nd May 2025 each Friday from 7pm to 9pm
Virginia College (Football pitch)	Lurgan Ladies LGFA	From February 2025 to October 2025 from 6pm to 9pm weekdays and from 9am to 6pm at weekends
Virginia College (Football pitch)	Ramor United GFC	From February 2025 to December 2025 on days when Ramor GAA pitch is unavailable
Virginia College (Sports Hall)	Tracey Taaffe Academy of Dance	Monday 5th May 2025 from 8am to 8pm approximately
Virginia College (Sports Hall, Field, School Yards)	Drumlins Sports Camp	Monday 28th July 2025 to Friday 1st August 2025 from 8.45am to 2.30pm

**It was resolved: R. 14/03/2025**

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

Proposed by Cllr S Coyle

Seconded by Ms I McCausland

Passed Unanimously

**5.5 Other Matters: No business**

**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	Monaghan LCDC and Monaghan Co Council	SLA between Monaghan LCDC, Mon Co Council and CMETB for Planet Youth Programme – Healthy Monaghan
6.2.2	Music Generation DAC	Agreement between Music Generation DAC and CMETB
6.2.3	ATU and GRETB, MSLETB, Donegal ETB	Consortium Agreement between ATU and GRETB, MSLETB, Donegal ETB and CMETB



6.2.4	SOLAS	EIST Programme 2021 -2027 Administrative Agreement between Solas and CMETB
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Noted

## 7 Committees and Reports

### 7.1 Further Education and Training

#### 7.1.1 DFET Report

Dr Linda Pinkster, Director of Further Education and Training gave an update on FET activities since the February meeting (see **Appendix D**)

A member enquired if Solas had issued funding for 2025. Acknowledging the delay, DFET advised, that Solas had assured ETBs funding would be issued shortly. The member also congratulated Kingscourt and Castleblayney Youthreach on their recent successful inspections. He suggested that we highlight the benefits of Youthreach for young people where the formal school structure does not meet their needs.

Another member acknowledged that an effort is still needed to promote Youthreach in the community and asked if there were any plans to increase the number of Youthreach centres within Cavan and Monaghan. DFET replied that the Youthreach numbers are cyclical and nationally the numbers are down. However, in CMETB, almost all the Youthreach centres are full, with some students participating in the PLC Access program. DFET also acknowledged the UBU Youth project which is expanding and advised that if there is a steady increase in demand for Youthreach numbers then expansion could be looked at.

Noted

#### 7.1.2 Board member Appointment to BOM under FET

The filing of a Board member vacancy on the BOM of Monaghan Institute was held over 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. 15/03/2025	FET Board Minutes	10.12.2024	P: Cllr C Kelly S: Cllr D Brady

**Passed Unanimously**



## 7.1.4 Boards of Management

### 7.1.4.1 Board of Management Minutes

The following minutes of Boards of Management were noted:

Centre	Date
Cavan Institute	03.12.2024
Monaghan Institute	04.12.2024

Noted

### 7.1.5 Youth Work Committee: No business

### 7.1.6 FET Policies: No business

### 7.1.7 Child Protection:

#### 7.1.7.1 Child Safeguarding Statement

**Monaghan Institute** - Annual Review of Child Safeguarding Statement.

Noted.

### 7.1.8 Creative Youth Arts Committee

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

Resolution No.	Creative Youth Arts Committee	Date	Proposed Seconded
R. 16/03/2025	Minutes	04.12.2024	P: Cllr S Coyle S: Cllr B Fay

Passed Unanimously

### 7.1.9 Anti-Bullying: No business



## 7.2 Schools

### 7.2.1 DoS Report

As the Director of Schools was attending the Annual ETBI Excellence Awards the CE gave a short summary of the DOS Report (see **Appendix E**), including an update on progress regarding the Monaghan Community Special School.

### 7.2.2 Boards of Management

#### 7.2.2.1 Appointment to Board of Management

It was resolved: **R. 17/03/2025**

“to appoint the following to school Board of Management”

Resolution No.	School	Staff Representative	Proposed By Seconded By
<b>R. 17/03/2025</b>	Coláiste Dún an Rí	Colin Duffy replacing Dean Gallagher	P: Cllr C Kelly S: Cllr C Brady

Passed Unanimously

#### 7.2.2.2 Board of Management Minutes

For noting

The following minutes of Boards of Managements were noted:

School	Date
<b>Ballybay Community College</b>	<b>08.01.2025</b>
<b>Coláiste Dún an Rí</b>	<b>03.12.2024</b>
<b>Coláiste Oiriall</b>	<b>10.12.2024</b>
<b>Inver College</b>	<b>03.12.2024</b>
<b>St. Bricin’s College</b>	<b>12.12.2024</b>

Noted

#### 7.2.3 School Based Policies:

For noting

Item No	Monaghan Community Special School - Policy
7.2.3.1	Admissions Policy
7.2.3.2	Code of Behaviour

Noted

#### 7.2.4 Child Protection: No business



### 7.2.5 Anti-Bullying Policy: No business

## 7.3 Music Generation Committee

### 7.3.1 Music Generation Committee Minutes

It was resolved to **adopt the minutes** of meeting of Music Generation Committee as follows:

Resolution No.	Music Generation Committee	Date	Proposed Seconded
R. 18/03/2025	Minutes	12.12.2024	P: Cllr C Kelly S: Cllr D Brady

Passed Unanimously

### 7.3.2 Music Generation Child Protection

- Annual Review of Child Safeguarding Statement: for noting

Noted

## 8 Attendance Approval: No business

## 10 Chief Executive Report

### Meetings Attended: February – March 2025

Date	Details
26.02.2025	<ul style="list-style-type: none"> <li>• DOSD Forum preparatory Meeting</li> <li>• Meeting with DE re Special School</li> <li>• ETBI FET Conference in Sligo Day 1</li> </ul>
27.02.2025	<ul style="list-style-type: none"> <li>• ETBI FET Conference in Sligo Day 2</li> <li>• QQI meeting re Green Paper on L5 &amp; L6 qualifications</li> </ul>
28.02.2025	<ul style="list-style-type: none"> <li>• Principals Meeting in the Garage Theatre</li> <li>• ETBI Ethos Presentation in GT</li> <li>• Castleblayney Drama Festival - Opening night in Iontas Theatre</li> </ul>
03.03.2025	<ul style="list-style-type: none"> <li>• Teacher allocation meetings with 3 schools</li> </ul>
04.03.2025	<ul style="list-style-type: none"> <li>• CEs quarterly meeting with Solas</li> <li>• CEs meeting with DE re Out of School provision</li> <li>• CMETB Audit and Risk Committee meeting</li> </ul>
05.03.2025	<ul style="list-style-type: none"> <li>• DOSD Forum Meeting – Joint Chair</li> </ul>
06.03.2025	<ul style="list-style-type: none"> <li>• Opening meeting with IAU re Audit of CMETB school meals programme</li> <li>• IPA Governance Training with Audit and Risk Committee, SMT and Section Heads</li> </ul>
07.03.2025	<ul style="list-style-type: none"> <li>• Site Meeting in Kingscourt</li> </ul>
10.03.2025	<ul style="list-style-type: none"> <li>• DE Management Board meeting with CEs</li> </ul>



11.03.2025	• CMETB REALT meeting
12.03.2025	• CE Forum Meeting
13.03.2025	• COTF PBC Feedback meeting with Solas • MI Open Day
19.03.2025	• DOSD Forum preparatory meeting • Meeting with DE re new Special School
20.03.2025	• CMETB Finance Committee Meeting
25.03.2025	• Bailieboro Community School BOM Meeting in Bailieboro
26.03.2025	• DOSD Forum Meeting – Joint Chair • LAG and LCDC meeting in Council Chambers, Cavan Co Council
27.03.2025	• CMETB Board meeting in Head Office, Monaghan • ACCS Convention in Ballyconnell

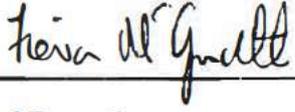
Noted

### 11. Board Workplan

Noted

### 12. Date of Next Meeting: Tuesday 13 May 2025 @ 2pm

The meeting concluded at 4.40pm

Signed   
Chief Executive

Signed   
Chairperson

Date 13 May 2025

Date 13 May 2025