



### **Minutes of Meeting held on Tuesday, 13 May 2025**

A meeting of Cavan and Monaghan Education and Training Board took place on Tuesday, 13 May 2025 at 2pm, in Cavan Institute, Cathedral Road, Cavan.

**Cathaoirleach:** Carmel Brady

**Baill i Lathair:** April Anna Barker, Carmel Brady, Damien Brady, Niamh Brady, Aidan Campbell, Colm Carthy, Seamus Coyle, Michelle Flynn, Sinead Flynn, Clifford Kelly, Colm McCormick, Joe McGrath, Peter McVitty and Aine Smith

**Leithsceil:** Winston Bennett, Brendan Fay, Lorraine Fealy, Alan Johnston, Irene McCausland and Frank McDermott

**Ar Freastail:** Dr Fiona McGrath, Chief Executive  
Karen McBride, DOSD  
Dr Linda Pinkster, DFET  
Paddy Flood, DoS  
Amanda Taylor, APO Finance  
Siobhan McKenna, Compliance  
Stephanie McGarry, Administrator  
Zoe Tunney, The Anglo Celt

## **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. 01/05/2025**

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

Proposed by Cllr A Campbell

Seconded by Cllr S Coyle

Passed Unanimously



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This concluded the "In Committee business."

**It was resolved: R. 04/05/2025**

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

Proposed by Cllr S Coyle  
Seconded by Cllr S Flynn

Passed Unanimously

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

#### **1.4 Condolences**

- To Pádraig Kirk (Oíde) on the death of his mother Marie Kirk.
- To Tracy Hourican (Monaghan Institute) on the death of her mother Anna Corrigan.
- To Anne Reynolds on the death of her husband Seamus Reynolds (Former CEO of Bray VEC and Wicklow VEC).
- To Raquel Montero Calero (Youth Services) on the death of her mother Maria Del Carmen Calero Fuentes
- To Peter Ward (Adult Ed) on the death of his brother Des Ward.
- To Mathew Ward (Monaghan Institute) on the death of his uncle Des Ward.
- To Aoibheann Tully (Breifne College) on the death of her father Christy Tully.
- To Martha Brady (St. Mogue’s College) on the death of her mother Joan Brady
- To Joan Cunningham (Inver College) on the death of her mother Rosemary Cunningham.
- To Suzanne McConnon (Inver College) on the death of her mother-in-law Bernie McConnon
- To Fergal Sherry (Monaghan Institute) on the death of his wife Catherine Sherry.

Noted

#### **1.5 Minutes of Meeting**

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

“to adopt minutes of the meeting of Cavan and Monaghan ETB held on 27 March 2025”.

Proposed by Cllr C Kelly  
Seconded by Cllr D Brady

Passed Unanimously

#### **1.6 Matters Arising: No business**

## **2 Correspondence and Matters Arising**

### **2.1 Correspondence**



### 2.1.1 Department of Education and Youth Circulars

Circular Number	Details
Circular 0013/2025	Occupational Injury Leave Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools
Circular 0025/2025	Information in relation to Standardised Testing and Other Matters – Academic Year 2024/25 and Subsequent Years
Circular 0026/2025	Allocation of Assistant Principal Posts 2025/26
Circular 0028/2025	Prescribed Material for the Leaving Certificate Examinations in 2027 and Notification about the removal of restrictions on students studying combinations of Classical Studies, Latin and Ancient Greek
Circular 0029/2025	Multi-Annual Climate Action Summer Works Scheme (CASWS) 2026 onwards - Scheme of Capital Grants for Small/Medium Scale Works in recognised Primary Schools, Special Schools and Post-Primary Schools
Circular 0030/2025	Cost Limits for Primary and Post-primary School Buildings
Circular 0034/2025	Graduate Certificate in Autism Education for Teachers Working with Autistic Pupils in Special Schools, Special Classes or as Special Education Teachers in Mainstream Primary and Post-Primary Schools, 2025/2026
Circular 0035/2025	Post-Graduate Diploma Programme of Teacher Professional Learning for Special Education Teachers, 2025/2026

Note: Department of Education Circulars are available to download from the Department's website: [Government Circulars - Department of Education and Youth](#)

Read

### 2.1.2 Department of Education and Youth [Information Notes](#)

Date	Subject
TC/IN 0001/2025	Amendment to the Maternity Leave Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools
TC/IN 0002/2025	Amendment to the Maternity Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools

Read

### 2.1.3 Department of Education and Youth Correspondence

Date	Subject
17.12.2024	Beech Hill College - Whole School Evaluation: Management, Leadership and Learning Report
18.12.2024	Inver College: Follow-through inspection on whole School Evaluation: Management, Leadership and Learning Report
27.03.2025	Kingscourt Youthreach – Evaluation of Centres for Education: Follow-through Inspection Report

Read

#### 2.1.4 Department of Education and Youth Finance Correspondence

Date	Subject
10.04.2025	ESBS-Payroll Shared Services- ISAE 3402 Type 1 – ISAE Accreditation Report
02.05.2025	ESBS ETB Payroll- SMA between ESBS Centre and CMETB
09.05.2025	DE sanction for your CMETBs Year 1 M365 project expenditure

Read

#### 2.1.5 Finance Correspondence from Solas

Date	Subject
16.04.2025	FET Funding Allocation for 2025, T&Cs of Funding, Funding Requirements for ETB FET Provision and Reach Funding Guidelines

Read

#### 2.1.6 ETBI Correspondence

Date	Subject
30.04.2025	ETB Week 2025 Commemorative Brochure
07.05.2025	Phase 3 Governance Training for Board members – Additional dates for evening sessions

#### 2.1.7 Correspondence from other Sources- Finance

Date	From	Subject
24.03.2025	DSP	School Meals (Local Projects) Scheme 2024-2025: <b>North Monaghan School Completion Programme</b> : Overall Allocation of €5,103 has been approved with the first instalment of €218.90 to issue shortly.
24.03.2025	DSP	School Meals (Local Projects) Scheme 2024-2025: <b>North Monaghan School Completion Programme</b> : Second instalment of €3,045 to issue shortly.
02.04.2025	DSP	School Meals (Local Projects) Scheme 2024-2025: <b>Cavan School Completion Programme</b> : Overall Allocation of €7,140 has been approved with the first instalment of €3,332 to issue shortly.
02.04.2025	DSP	School Meals (Local Projects) Scheme 2024-2025: <b>Cavan School Completion Programme</b> : Second instalment of €3,808 to issue shortly.
11.04.2025	IPB	IPB Members' Dividends 2025 – Commercial Dividend €50,938.83, Special Dividend €84,898.05 to be paid wk/c 22.04.2025
17.04.2025	DCEDIY	Second instalment of grant for 2025 to support delivery of Targeted Youth Employability Support Initiative (TYESI) €110,244.00
17.04.2025	DCEDIY	Payment of €87,255.50 to ETB Youth Grant and €10,423 to Integration Fund
17.04.2025	DCEDIY	Youth Services Funding Allocation: UBU €396,918, R&E €10,000 and YIC €65,369.50

Read





### 2.1.8 Correspondence from other Sources- General

Date	From	Subject
07.04.2025	IPB Insurance	Notice of AGM – 02 May 2025
08.04.2025	David Treanor (Beech Hill College)	Letter of thanks to Board following bereavement
01.05.2025	DCEDIY	Transfer of Youth Departmental Administration and Ministerial functions to Department of Education, commencing from 01.05.2025

Read

### 2.1.9 Correspondence Sent

Date	To	Subject
01.04.2025	Kieran Callaghan	Congratulations on his recent talk at Cavan Enterprise Student Awards
01.04.2025	Largy College	Congratulations to students and staff on achieving the ETBI Excellence Respect Award.
01.04.2025	Music Generation	Congratulations to students, MG staff and Michael Rooney on achieving the ETBI Excellence Community Award for “A Deep Ravine.”
01.04.2025	CMETB FET Training Services	Congratulations to staff involved in CMETB Employer Portal Project on achieving the ETBI Excellence Award for FET
01.04.2025	Annette Ní Thuathail, Coláiste Oiriall	Congratulations on achieving the ETBI Excellence Award for Irish Medium
01.04.2025	Coláiste Dún an Rí	Congratulations to students and staff involved in the RTE Programme “Upfront with Katie Hannon”
01.04.2025	Beech Hill College	Congratulations to students and staff on their recent success at the Monaghan Student Enterprise Awards and Foroige NFTE Programme.

Read

## 2.2 Correspondence: Matters Arising

The CE highlighted correspondence from ETBI advising that two additional evening sessions have been added to IPA Governance Phase 3 Training schedule. The DE is anxious for all Board members to attend the Governance Training.

## 3 Audit and Risk

### 3.1 Audit and Risk Committee: No business





## **4 Finance**

### **4.1 Finance Committee: No business**

### **4.2 Finance Update**

Ms Amanda Taylor, Finance Officer, briefed the meeting on the Financial Report for April 2025.

The ongoing funding for the School Meals Programme was welcomed. A member asked the DOS if the quality of meals supplied to CMETB students was satisfactory. Director of Schools advised that Principals are working closely with providers and while menus may vary from school to school, the Principals monitor the quality of the food to ensure value for money. He also advised that procedures have been implemented to streamline the delivery of meals at break times to avoid delays. A member also noted that the nutritional value of her son's school meals is stated on the packaging. DOS advised that the IAU are in the process of completing an audit on CMETB School Meals provision, including nutritional value.

A member acknowledged €1.8 million received in funding from the Department of Education and Youth for the Post-Primary Schoolbooks Scheme, which has been extended to Senior Cycle students for the 2025/26 school year. This measure which eliminates book and material costs for families of students from 1<sup>st</sup> year to Leaving Certificate was welcomed by Board members.

## **5 OSD Matters**

### **5.1 Land and Buildings Report**

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

A member reiterated the need to progress the extension at Inver College. He was disappointed with the delay in the planning permission stage. DOSD confirmed she will reiterate the urgency to the Design Team of submitting the requested further information to Monaghan County Council regarding the project.

#### **5.1.1 Leases/Contracts: See above under In Committee Business**

### **5.2 Risk Management Report**

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

Noted

### 5.3 Summary of Executive Orders

No business

### 5.4 Use of Facilities

CMETB Centre	Requester	Dates Required
Beech Hill College (Running track)	Monaghan Town Community Games	Monday 12th May 2025 from 6pm to 8pm
Castleblayney College (Classroom & Car park)	Castleblayney Hurling Club	Tuesday 29th April 2025 from 8pm to 10pm
Castleblayney College (Gym)	Castleblayney Faughs	15th, 16th and 17th April 2025 from 9am to 2pm
Cavan Institute (2 large classrooms on 1st Floor)	Gonzo Youth Theatre	Saturdays from 9.30am to 6pm starting on 20th September 2025 for 3 terms of 10 weeks, ending circa 30th May 2026
Cavan Institute (Car park)	Darkness Into Light	Saturday 10th May 2025 from 6am to 8am
Cavan Institute (Classrooms & Car park)	Cavan Arts Festival	Friday 16th May to Sunday 18th May 2025 inclusive
Cavan Institute (Classroom)	Cavan Ambulance Service	Monday 26th May to Friday 4th July 2025 from 9.30am to 16.30pm
Inver College (Canteen & Modular classrooms)	Carrickmacross Comhaltas	12th, 14th and 15th April 2025 from 9.30am to 5pm
Virginia College (Sports hall)	Irish Blood Transfusion Service	Wednesday 23rd July 2025 from 2pm to 10.30pm

**It was resolved: R. 06/05/2025**

"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	CMETB Adverse Weather Policy
5.5.1.2	CMETB Policy for the Prevention and Resolution of Bullying at Work

Noted



**Policy for adoption:**

Item No.	Policy
5.5.1.3	CMETB Travel and Procedures

A Board member noted that the DE Circular 0052/2022 was not listed/linked in the Appendices of the above policy. Another member suggested that it may need further revision regarding the method of submitting member claims, when clarification is received from the DEY.

When updated, the policy will be brought back to the CMETB Board for adoption.

## 6 Strategy Statement 2022-2026

### 6.1 Mid-Term Review: For noting

The Board noted the report on the mid-term review of the Strategy Statement which was uploaded to SharePoint in advance of the meeting.

Noted

### 6.2 Policies: No business

### 6.3 SLA/MOU/Consortium Agreement: For noting

Item No.	Organisation	Project Title
6.3.1	ESBS	ESBS ETB Payroll
6.3.2	Youth Work Ireland Cavan Monaghan	Youth Information Centre
6.3.3	Youth Work Ireland Cavan Monaghan	Include Youth Service
6.3.4	ISPCC	Include Youth Service
6.3.5	ISPCC	Monaghan ISPCC Project
6.3.6	Youth Work Ireland Cavan Monaghan	Bounce Back West Cavan
6.3.7	ISPCC	Bounce Back West Cavan
6.3.8	Youth Work Ireland Cavan Monaghan	Bounce Back South East
6.3.9	ISPCC	Bounce Back South East

Noted

## 6.4 Annual Report 2024

The CE briefed the meeting on the Annual Report 2024 which was available on SharePoint in advance of the meeting (see **Appendix C**).

**It was resolved: 07/05/2025**

"to adopt the **Annual Report 2024**".

Proposed by Cllr D Brady

Seconded by Cllr N Brady

Passed Unanimously

## 6.5 Chairperson's Comprehensive Report 2024

The Chairperson's Comprehensive Report 2024 was considered.

**It was resolved: 08/05/2025**

"to approve signing of the **Chairperson's Comprehensive Report 2024**."

Proposed by Cllr C Kelly

Seconded by Cllr A Campbell

Passed Unanimously

## 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 last board meeting (see **Appendix D**).

Regarding CMETBs 2025 FET budget allocation, DFET outlined the breakdown under the five funding pots. A member noted the shift in budget emphasis from the focus on apprenticeships last year, which caused an adverse effect on Adult Education with some classes cancelled, to the reverse this year. DFET advised that it is not a desirable position to have funding reallocated from one service area to another which can result in budgetary concerns. This year there is a finite budget, and we know the amount now and will be planning provision accordingly.

The members agreed to lobby ministers to ensure investment in apprenticeships continues, given the shortage of labour in the context of the national housing crisis.

A member inquired about the possibility of upgrading the practical training facility at Cavan Institute. DFET advised that this is being considered.

Noted



### 7.1.2 Board member Appointment to BOM under FET

It was resolved: R. 09/05/2025

"to appoint the following to Board/Committee under FET"

Board/Committee	Board Member	Proposed By Seconded By
Monaghan Institute	Cllr Alan Johnston	P: Cllr S Coyle S: Cllr S Flynn

Passed Unanimously

### 7.1.3 CMETB FET Board: No business

### 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	25.02.2025
Monaghan Institute	27.02.2025

Noted

### 7.1.5 FET Committees Minutes

7.1.5.1 It was resolved to adopt FET Committee minutes as follows:

Resolution No.	Committee	Date	Proposed Seconded
R. 10/05/2025	Tanagh OETC	17.12.2024	P: Cllr C Brady S: Cllr S Flynn
R. 11/05/2025	Youthreach	14.02.2025	P: Cllr C Kelly S: Mr J McGrath

Passed Unanimously



### 7.1.6 Tanagh OETC Board – Community Vacancies

Following the advertisement of vacancies for the Board of Tanagh OETC, one expression of interest was received.

**It was resolved: R. 12/05/2025**

“to approve the following appointment:

Board/Committee	Community Representative/voluntary	Proposed By Seconded By
Tanagh OETC Board	Mr Martin McBreen	P: Cllr C Brady S: Cllr C Kelly

Passed Unanimously

The Chairperson Cllr C Brady agreed to discuss vacancies at an upcoming Tanagh OETC Board meeting. The Board also asked the CE to seek expressions of interest a further time.

### 7.1.7 FET Policies:

The Board noted the following Policies:

Policy
Academic Integrity and Assessment Malpractice
Assessment Deadlines: Compassionate Considerations in Extenuating Circumstances
Assessment Process Appeals
Assessment Results Appeals
Assessment Submission Deadlines: Short-term Extension
CMETB Blended Learning Policy
External Authentication Policy
Examinations: Planning, Conducting and Concluding
Reasonable Accommodation in Assessment
Recognition of Prior Learning
Secure Storage of Assessment Materials, Records and Learner Assessment Evidence

Noted

### 7.1.8 Child Protection: No business

## 7.2 Schools

### 7.2.1 DoS Report



The Director of Schools gave a comprehensive presentation on his Schools Report, which was made available before the meeting (see **Appendix E**).

He informed the Board of the planned retirement of Mr. Brendan Ó Dufaigh, Principal of Coláiste Oiriall. The DOS praised Mr. Ó Dufaigh's exceptional dedication to Irish-language education in Co. Monaghan and beyond. As the founding Principal of Coláiste Oiriall, his leadership was recognised not only locally but also nationally. DoS acknowledged that Co. Monaghan has the highest percentage of students learning through the medium of Irish, which has been supported through Brendan's commitment over many years to the promotion of the Irish language. The Board members concurred and extended their best wishes to Brendan for his retirement. DoS also informed the Board that Ms. Annette Ní Thuathail was appointed Principal of Coláiste Oiriall, commencing at the start of the new academic year in September 2025. The Board welcomed this announcement and wished Ms Thuathail well in her new role.

DOS confirmed that Ms Belinda Walters had taken up her role as Principal of Monaghan Community Special School. Recruitment for a Deputy Principal has commenced, while recruitment of teachers and SNAs will begin shortly. Eighteen school places have been offered and accepted. Applications for school transport have been submitted to Bus Éireann, who will consult with NCSE re needs.

A member asked if a survey is carried out on feeder schools to determine the number of special classes required at post primary level in our schools. DoS confirmed that he meets with NCSE annually, who plan two years ahead and include all children with a formal diagnosis.

A member noted the significant challenges for teachers regarding the Senior Cycle reform, including the availability of AI which some students may use to assist with assessments. DoS acknowledged the challenges and hoped that common sense will prevail with many subjects conducting live assessments events e.g. supervised practicals.

Another member raised concerns about student wellbeing in the context of the pressure of having to complete a 40% assessment for every Leaving cert subject.

## **7.2.2 Boards of Management**

### **7.2.2.1 Board of Management Minutes**

For noting

The following minutes of Boards of Managements were noted:

<b>School</b>	<b>Date</b>
<b>Breifne College</b>	<b>27.11.2024</b>
<b>Coláiste Oiriall</b>	<b>04.03.2025</b>
<b>Largy College</b>	<b>09.12.2024</b>
<b>St. Mogue's College</b>	<b>23.01.2025</b>
<b>Virginia College</b>	<b>28.01.2025</b>

Noted



### 7.2.3 Music Generation Committee/Garage Theatre Board

No business

### 7.2.4 School Based Policies

For noting

Item No	Policy
7.2.4.1	Coláiste Oiriall: Polasaí Bí Cineálta/Anti-Bullying Policy

7.2.5 Child Protection: No business

7.2.6 Anti-Bullying Policy: No business

## 8 Attendance Approval

It was resolved: R. 13/05/2025

"to approve attendance as follows"

Title	Date	Member	Proposed / Seconded
IPB AGM in Galway	02 May 2025	Cllr C Brady	Proposed by Cllr A Campbell Seconded by Cllr S Coyle

Passed Unanimously

## 9 Chief Executive Report

Meetings Attended: March 2025 – May 2025

Date	Details
28.03.2025	<ul style="list-style-type: none"> <li>ETB Week: Table Quiz with Admin Staff in Head Office, Monaghan</li> </ul>
01.04.2025	<ul style="list-style-type: none"> <li>ETBI Annual Congress Committee meeting</li> <li>ICBAN partners meeting in MI</li> </ul>
02.04.2025	<ul style="list-style-type: none"> <li>CE Forum Meeting</li> </ul>
03.04.2025	<ul style="list-style-type: none"> <li>Meeting with subcommittee of Bailieborough Community School BOM re procedure to fill Principal post</li> <li>St. Aidan's Comprehensive BOM meeting in Cootehill</li> </ul>
04.04.2025	<ul style="list-style-type: none"> <li>Principal's meeting in Head Office</li> </ul>
07.04.2025	<ul style="list-style-type: none"> <li>Meeting with new Principal of Special School</li> </ul>





	• FET Briefing
08.04.2025	• Meeting with IPB re Insurance cover
	• Legal consultation
09.04.2025	• Joint Meeting of the Forums in Carlow
	• Planning meeting with the DE re CMETB Special School
10.04.2025	• Joint Meeting of the Forums in Carlow
11.04.2025	• Meeting with ETBI/DE representatives
	• FET Management and Quality Control Meeting
16.04.2025	• Launch of Cavan and Monaghan Journeys Programme in the Garage Theatre, Monaghan.
29.04.2025	• FET Budget review meeting
	• Secretary General Preparatory meeting with ETBI
30.04.2025	• Pre meeting for DOSD Forum Meeting – CE Joint Chair
	• Planning meeting with the DE re CMETB Special School
	• Local Voluntary Youth Club Grants 2025 Presentation evening in Clones, Co Monaghan
01.05.2025	• Section Heads meeting
02.05.2025	• ETBI Communications Masterclass: social media, misinformation and strategy
06.05.2025	• CE Forum meeting with DE Secretary General in Dept of Education, Dublin
07.05.2025	• OSD Forum Meeting
	• OEM Engineering Traineeship Information Event in Combilift
08.05.2025	• ETBI Annual Congress Committee meeting
	• Meeting with DE Building Section
12.05.2025	• ATU Steering Committee Meeting
13.05.2025	• CMETB Board meeting in Cavan Institute

Noted

## 10 Board Workplan

Noted

## 11 Date of Next Meeting: Tuesday 15 July 2025 @ 2pm

The meeting concluded at 4.30pm. CMETB Communications officer took a photo of the Board for the Annual Report 2024 and the CMETB website.

Signed   
Chief Executive

Signed   
Chairperson

Date 15 July 2025

Date 15 July 2025

