



Minutes of Meeting held on Tuesday, 15 July 2025

A meeting of Cavan and Monaghan Education and Training Board took place on Tuesday, 15 July 2025 at 2pm, in Coláiste Dún an Rí, Kingscourt, Co. Cavan and online via MS Teams.

Cathaoirleach: Carmel Brady

Baill i Lathair: April Anna Barker, Winston Bennett, Carmel Brady, Damien Brady, Niamh Brady, Colm Carthy, Seamus Coyle, Brendan Fay, Sinead Flynn, Irene McCausland, Colm McCormick, Frank McDermott, Joe McGrath, Peter McVitty and Aine Smith

Leithsceil: Aidan Campbell, Lorraine Fealy, Michelle Flynn, Alan Johnston, and Clifford Kelly

Ar Freastail: Dr Fiona McGrath, Chief Executive
Karen McBride, DOSD
Dr Linda Pinkster, DFET
Paddy Flood, DOS
Amanda Taylor, APO Finance (online)
Geraldine McKenna, Communications Officer
Siobhan McKenna, Compliance
Stephanie McGarry, Administrator
Seamus Enright, Anglo celt

1 Preliminary

1.1 Welcome

The Chairperson Cllr Carmel 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. 01/07/2025



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

Proposed by Mr P McVitty
Seconded by Cllr S Coyle

Passed Unanimously

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It was resolved: R. 06/07/2025

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

Proposed by Cllr S Coyle

Seconded by Mr P McVitty

Passed Unanimously

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

1.4 Apologies/Absence Approval

The absences of Aidan Campbell, Lorraine Fealy, Michelle Flynn, Alan Johnston, and Clifford Kelly was approved.

Passed Unanimously

Condolences

- To Louise Clarke (Cavan Institute) on the death of her mother-in-law Rose O'Reilly
- To Elaine Prior (REALT Co-Ordinator) on the death of her uncle Peter O'Reilly.
- To Margaret Conlon (Principal, St Louis, Monaghan) on the death of her mother Kathleen Boyle.
- To Roisín Molloy on the death of her husband Martin Molloy (Teacher, Ballybay Community College).
- To Sinead Prior (St. Mogue's College) on the death of her father Hugh Patrick Prior.
- To Pauline Grogan (Head Office) on the death of her aunt Eleanor Duffy
- To Dylan Connolly (Garage Theatre) on the death of his father Paddy (Patch) Connolly.



- To Aisling O'Donnell (Head Office) on the death of her mother-in-law Sadie O'Donnell

1.5 Minutes of Meeting

It was resolved: R. 07/07/2025

"to adopt minutes of the meeting of Cavan and Monaghan ETB held on 13 May 2025".

Proposed by Mr J McGrath

Seconded by Cllr C Carthy

Passed Unanimously

1.6 Matters Arising

The CE advised that Terms of Reference have been devised for the proposed new Land and Buildings Committee and will be discussed under OSD later in the meeting.

Also, vacancies on the Tanagh OETC Board were advertised again but no EOIs were received. The Tanagh OETC Board has sufficient members appointed to operate as per its Terms of Reference.

2 Correspondence and Matters Arising

2.1 Correspondence

2.1.1 Department of Education and Youth Circulars

Circular Number	Details
Circular 0032/2025	Special Needs Assistant Allocation 2025/26
Circular 0038/2025	Prescribed material for Junior Cycle English (For the student cohorts commencing Junior Cycle in 2025, 2026, and 2027 and presenting for examination in 2028, 2029, and 2030)
Circular 0039/2025	Approach and key measures to support the Forward Planning for Special Education Provision for the 2026/2027 school year and beyond
Circular 0040/2025	Revision of Capitation Grant Rates for Recognised Primary Schools in the 2025/26 school year
Circular 0041/2025	Publication of Child Protection Procedures for Schools 2025
Circular 0042/2025	Grant Scheme for ICT Infrastructure
Circular 0043/2025	Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2025/2026 school year
Circular 0044/2025	Banning the use of and access to personal mobile phones by pupils during the school day



Circular 0045/2025	Restricting the use of and access to personal mobile phones by students during the school day
Circular 0046/2025	Funding Scheme for secure mobile phone storage solutions
Circular 0048/2025	Teacher Supply Post Primary: Teaching Hours Extension Scheme for 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
ESR ETB 0001/2025	Amendment to the Maternity Leave Scheme for staff other than persons employed as Teachers and Special Needs Assistants employed in Education and Training Boards
TC/IN 0004/2025	Temporary changes to the Job-Sharing Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools - 2025/26 School Year
TC/IN 0005/2025	Temporary changes to the Career Break Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools - 2025/26 School Year

Read

2.1.3 Department of Education and Youth - General Correspondence

Date	Subject
21.05.2025	Castleblayney College: Programme Evaluation in LCA Report
23.05.2025	Acknowledgement of receipt of query re interpretation of Circular 0052/2022:
26.05.2025	Castleblayney Youthreach: Evaluation of Youthreach Provision
30.05.2025	PDA Agreement between DEY, Dept of Tourism, Culture, Arts, Gaeltacht, Sport and Media, DCEDIY and CMETB
03.06.2025	Approval in Principle to initiate the process to purchase site adjacent to St. Bricin's College.
03.06.2025	Breifne College Subject Inspection: Graphics and Design and Communication Graphics Report

Read

2.1.4 Department of Education and Youth - Finance Correspondence

Date	Subject
15.05.2025	Summer 2025 Holiday Meals Initiative funding of €28,115 granted for UBU Your Place Your Space
26.06.2025	Confirmation of Q3 payments for the following initiatives: UBU €198,459, R&E €5,000, YIC €32,684.75, Integration Fund €5,211.50, Summer Holiday Meals €28,115, TYESI €15,000, ETBYG €43,627.75



Read

2.1.5 Correspondence from Solas - Finance

Date	Subject
29.05.2025	Funding approval to refurbish and purchase engineering apprenticeship equipment €163,288.03
05.06.2025	2025 Green Devolved Capital Grant funding approval €435,000

Read

2.1.6 Correspondence received from IAU-ETBs

Date	Subject
10.03.2025	IAU Audit Plan 2025-2027
07.04.2025	Range of Internal Audit Opinions and Management Responses

Read

2.1.7 Correspondence from other Sources- Finance

Date	From	Subject
19.05.2025	Léargas	Grant Agreement for Erasmus + Programme Project 2025-1-IE01-KA121-SCH-000317592 €20,000 for Schools
19.05.2025	Léargas	Grant Agreement for Erasmus + Programme Project 2025-1-IE01-KA122-SCH-000317996 €24,325 for Inver College
22.05.2025	Léargas	Grant Agreement for Erasmus + Programme Project 2025-1-IE01-KA121-VET-000318187 €117,996 for Cavan Institute
27.05.2025	Léargas	Grant Agreement for Erasmus + Programme Project 2025-1-IE01-KA122-VET-000318955 €5,216 for Monaghan Institute
17.06.2025	Léargas	Grant Agreement for Erasmus + Programme Project 2025-1-IE01-KA121-SCH-000311248 €67,770 for Beech Hill College
18.06.2025	Léargas	Grant Agreement for Erasmus + Programme Project 2025-1-IE01-KA122-SCH-000309863 €28,878 for Breifne College

Read

2.1.8 Correspondence from Other sources

Date	From	Subject
03.07.2025	Music Generation DAC	Music Generation DAC 2024 Annual Report

Read



2.1.9 Correspondence Sent

Date	To	Subject
23.05.2025	Department of Education and Youth	Clarification re interpretation of Circular 0052/2022: 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
28.05.2025	Brendan O'Dufaigh	Best wishes on his upcoming retirement

Read

2.2 Correspondence: Matters Arising

No business

3 Audit and Risk Committee

3.1.1 Audit and Risk Committee Minutes

It was resolved: R. 08/07/2025

to adopt minutes of the meeting of the Audit and Risk Committee held on 04 March 2025".

Proposed by Cllr D Brady

Seconded by Cllr N Brady

Passed Unanimously

3.1.2 Audit and Risk Committee Report 04 March 2025 to CMETB

Noted

4 Finance

4.1 Finance Committee

4.1.1 Finance Committee Minutes

It was resolved: R. 09/07/2025

"to adopt the minutes of the meeting of the Finance Committee held on 20 March 2025".

Proposed by Mr J McGrath

Seconded by Ms I McCausland

Passed Unanimously



4.1.2 Finance Committee Report 20 March 2025 to CMETB

Noted

4.2 Infrastructure Guidelines (formerly Public Spending Code Requirements)

The DOSD gave a presentation on Infrastructure Guidelines (see **Appendix A**).
The Guidelines replace the Public Spending Code requirements for Capital Expenditure (December 2019).

4.2.1 Minutes of meeting of Infrastructure Guidelines Quality Assurance Group.

It was resolved: R. 10/07/2025

“to adopt the Minutes of the meeting of the Infrastructure Guidelines Quality Assurance Group held on 26 June 2025.”

Proposed by Cllr C Carthy

Seconded by Cllr C Brady

PASSED UNANIMOUSLY

4.3 Finance update

Ms Amanda Taylor, Finance Officer, briefed the meeting on the Financial Report to end June 2025. Members again welcomed the extension of the book/equipment grant to senior cycle students.

5 OSD Matters

5.1 Land and Buildings

5.1.1 Land and Buildings Report

The DOSD gave a comprehensive presentation on the Land and Buildings report. (see **Appendix B**). The Board welcomed the updates on CMETBs ongoing building projects.

The DOSD confirmed that further information sought by Monaghan County Council regarding the planning application for the extension at Inver College had been submitted ahead of the deadline.

Cllr B Fay acknowledged the community of Belturbet, along with staff, past pupils and Board of Management members of St. Bricin's College, who recently came together to paint the school. The Board acknowledged the strong sense of community spirit and positive outcomes that can be achieved when a community works together.

The DOSD also advised that Beech Hill College and Breifne College have been selected to participate in the Department of Education's Pathfinder Programme, which will see biomass heating systems installed in both schools. Additionally, the Department has asked CMETB to assist in delivering biomass heating systems for four other non-ETB schools in the region:



Loreto College, Cavan, Bailieborough Community School, St Patrick's College, Cavan and St Macartan's College, Monaghan.

Noted

5.1.2 Land and Buildings Committee – Draft Terms of Reference

It was agreed to hold this item over until the next meeting to give members time to review the Terms of Reference which can be accessed on SharePoint.

It was resolved: R. 11/07/2025

“to hold this item over until the next meeting, to give the members time to review the Terms of Reference”.

Proposed by Mr J McGrath

Seconded by Cllr A Smith

PASSED UNANIMOUSLY

5.2 Risk Management Report

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

5.3 Summary of Executive Orders

No business

5.4 Use of Facilities

CMETB Centre	Requester	Dates Required
Castleblayney College (8 / 10 Classrooms)	Monaghan Community Games	Wednesday 21st and Thursday 22nd May 2025 from 5.30pm to 10pm
Castleblayney College (Sports Hall)	Irish Blood Transfusion Service	18th and 19th August 2025 from 2pm to 10.30pm
Cavan Institute (Car park)	The Cottage Market Cavan CLG	Friday 6th June 2025 at 8am to Monday 9th June 2025 at 6pm
Cavan Institute (Outside grounds)	Co. Cavan Motor Club	Saturday 24th and Sunday 25th May 2025 from 8am to 5pm
Inver College (PE Hall & 2 Classrooms)	North East Musical & Dramatic Society	17th & 19th June 2025 from 7pm to 10pm. 19th, 21st, 28th August 2025 from 8pm to 10pm. Tuesdays and Thursdays during September and October 2025, and 13th November 2025 from 8pm to 10pm



Inver College (Pitch & Car park)	Carrick Emmett's Football Club under 10s, 12s & 14s	From 4th April 2024 to 30th June 2024 from 7.30pm to 9pm
Inver College (Pitch)	Carrick Emmets Rounders Club	Tuesdays from 14th January 2025 from 6pm to 9pm
Virginia College (Pitch)	Starcamp Ltd	21st to 25th July 2025 from 8.30am to 2pm each day
Virginia College (Show Field)	English Language Made Easy	Monday 5th July 2025 to Monday 19th July 2025 from 9am to 5.30pm

It was resolved: R. 12/07/2025

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

Proposed by Cllr C Brady

Seconded by Cllr B Fay

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	Léargas	Erasmus+ Agreement number: 2025-1-IE01-KA122-VET-000318955 for Monaghan Institute
6.2.2	Léargas	Erasmus+ Agreement number: 2025-1-IE01-KA121-SCH-000317592 for Schools
6.2.3	Léargas	Erasmus+ Agreement number: 2025-1-IE01-KA121-VET-000318187 for Cavan Institute
6.2.4	Léargas	Erasmus+ Agreement number: 2025-1-IE01-KA122-SCH-000317996 for Inver College
6.2.5	UBU- Your Place Your Space	Addendum to SLA between CMETB and Foroige Youth Services for Cavan Town Project.
6.2.6	Youth Work Ireland	SLA between CMETB and Youth Work Ireland for TYESI
6.2.7	Léargas	Erasmus+ Agreement number: 2025-1-IE01-KA121-SCH-000311248 for Beech Hill College
6.2.8	Léargas	Erasmus+ Agreement number: 2025-1-IE01-KA122-SCH-000309863 for Breifne College
6.2.9	Cavan LCDC	Agreement between Cavan Co Council and CMETB for 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 **Appendix D**).

Director Dr Linda Pinkster confirmed that learner participation remains strong, with over 6,000 distinct learners having engaged in FET courses with CMETB so far this year.

PEACE projects in both Cavan and Monaghan are scheduled to commence in the autumn. The programmes will be aimed at supporting young people. Recruitment of staff for these projects is currently underway.

The Director acknowledged the ongoing challenge of FET funding, which is a national issue, that may result in a delay to Apprenticeship scheduling.

A member enquired about demand for the HGV Driving course. DFET confirmed there is strong interest across the two counties for both Rigid and Arctic driving courses, with waiting lists currently in place.

Noted

7.1.2 CMETB FET Board:

7.1.2.1 CMETB FET Board Minutes:

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

Resolution No.		Date	Proposed / Seconded
R. 13/07/2025	FET Board Minutes	21.03.2025	P: Cllr J McGrath S: Cllr C Brady

Passed Unanimously

7.1.3 Boards of Management

7.1.3.1 Board of Management Minutes

The following minutes of Boards of Management were noted:

Centre	Date
Monaghan Institute	09.04.2025

Noted



7.1.4 FET Committees Minutes

7.1.4.1 It was resolved to adopt **FET Committee minutes** as follows:

Resolution No.	Committee	Date	Proposed Seconded
R. 14/07/2025	Creative Youth Arts Committee	05.03.2025	P: Cllr C Brady S: Cllr B Fay
R. 15/07/2025	Creative Youth Arts Committee	28.05.2025	P: Cllr C Brady S: Cllr B Fay
R. 16/07/2025	Tanagh OETC	27.03.2025	P: Cllr D Brady S: Cllr B Fay
R. 17/07/2025	Youthreach	11.04.2025	P: Mr J McGrath S: Ms I McCausland
R. 18/07/2025	Youthwork Committee	11.02.2025	P: Cllr C Brady S: Ms I McCausland

Passed Unanimously

7.1.5 **FET Policies:** No business

7.1.6 **Child Safeguarding:** No business

7.2 Schools

7.2.1 DoS Report

The Director of Schools gave a comprehensive report on Schools (see **Appendix E**).

DOS gave an update on progress with establishing Monaghan Community Special School in Castleblayney. Ongoing engagement with relevant stakeholders continues, with the school scheduled to open for students in mid September. The Board recognised the tight timeframe and commended the Executive team, school Principal and ETB staff for their dedication and commitment to the project.

DOS highlighted that school attendance is a big focus for the next academic year. A member agreed that student attendance is a key challenge currently facing schools. She acknowledged that schools today offer a more welcoming environment compared to the past, but that overall responsibility for student attendance must lie with the parents. Absence from class impacts achievement in State exams and the results of students who have been consistently absent may distort the overall average in a subject/school.

Noted



7.2.2 Boards of Management

7.2.2.1 Board of Management Minutes:

The following minutes of Boards of Management were noted:

School	Date
Ballybay Community College	01.04.2025
Beech Hill College	27.01.2025
Beech Hill College	24.03.2025
Castleblayney College	09.12.2024
Castleblayney College	21.01.2025
Castleblayney College	20.03.2025
Coláiste Dún an Rí	04.03.2025
Inver College	27.02.2025
St. Bricin's College	25.03.2025
St. Mogue's College	01.05.2025
Virginia College	25.03.2025

Noted

7.2.2.2 Board of Management Appointment

It was resolved to appoint the following to Largy College Board of Management as follows:

Resolution No.	Largy College Board of Management	Proposed / Seconded
R. 19/07/2025	Brendan O' Dufaigh (Diocesan Nominee)	P: Cllr S Flynn S: Mr J McGrath

Passed Unanimously

7.2.3 Garage Theatre Board

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

Resolution No.	Date	Proposed / Seconded
R. 20/07/2025	Garage Theatre Board 12.03.2025	P: Mr J McGrath S: Mr P McVitty

Passed Unanimously



7.2.4 School Based Policies for noting: No business

7.2.5 Child Safeguarding: No business

7.2.6 Anti-Bullying Policy: No business

8 Attendance Approval: No business

9 Chief Executive Report

Meetings Attended: May – July 2025

Date	Details
14.05.2025	<ul style="list-style-type: none"> CE Forum Meeting
15.05.2025	<ul style="list-style-type: none"> Meeting with KSN Building project managers for Special school in Dublin CMETB Apprenticeship Networking event, Cootehill St. Aidan's Comprehensive BOM meeting in Cootehill
16.05.2025	<ul style="list-style-type: none"> FET Planning and Review meeting in Monaghan Institute
19.05.2025	<ul style="list-style-type: none"> Oversight and Advisory Committee of IAU- ETBs meeting
20.05.2025	<ul style="list-style-type: none"> Joined the Directors of Music Generation Ireland at Annyalla National School as part of their visit to Cavan Monaghan Music Generation Meeting with Directors of Music Generation Ireland in Slieve Russell Hotel followed by visit to MG classes in the Town Hall, Cavan Coláiste Dún an Rí Kingscourt, Annual Excellence Awards
21.05.2025	<ul style="list-style-type: none"> Planning meeting with DEY re Special School
23.05.2025	<ul style="list-style-type: none"> Met with Minister Michael Moynihan at Breifne College IBEC Membership 2025 review meeting
27.05.2025	<ul style="list-style-type: none"> IAU closing meeting re School Meals Audit CMETB REALT Meeting CMETB Audit and Risk Committee meeting Bailieboro Community School BOM meeting
28.05.2025	<ul style="list-style-type: none"> CMETB Finance Committee meeting
29.05.2025	<ul style="list-style-type: none"> Pre meeting for DOSD Forum Meeting – CE Joint Chair
30.05.2025	<ul style="list-style-type: none"> Meeting with KSN Special School building project managers
03.06.2025	<ul style="list-style-type: none"> Meeting with B MacCraith re Arizona University visit to Bellmont House, Cootehill in July to include a CMETB contributor for a panel discussion on sustainability and biodiversity
04.06.2025	<ul style="list-style-type: none"> DOSD Forum meeting in ETBI, Naas
05.06.2025	<ul style="list-style-type: none"> CMETB Admin Staff CPD in Cootehill Meeting in Monaghan Institute with Further and Higher Education Minister of State Marian Harkin
06.06.2025	<ul style="list-style-type: none"> GRASP PeacePlus Programme launch in Enniskillen
10.06.2025	<ul style="list-style-type: none"> FET Management & Quality Council Meeting
11.06.2025	<ul style="list-style-type: none"> CE Forum meeting in Trim, Co Meath Principals Annual CPD meeting in Cavan



12.06.2025	• Principals Annual CPD meeting in Cavan
13.06.2025	• ETBI Annual Congress Committee meeting
16.06.2025	• Meeting with DEY re Special School • Meeting with ATU re OETC review research
17.06.2025	• Preparatory meeting for SOLAS quarterly meeting with CE Forum • Adult Education Graduations – Cavan
18.06.2025	• Solas quarterly meeting with CE Forum • Official opening of CMETBs apprenticeship workshop in Milltown, Monaghan
19.06.2025	• CMETBs Section Heads meeting
30.06.2025	• ATU Steering Committee meeting
02.07.2025	• Planning meeting with DEY re CMETB Special School
14.07.2025	• SOLAS Review Focus Group with CE Forum
15.07.2025	• CMETB Board meeting in Coláiste Dún an Rí

The CE advised that the ETBI Annual Congress will take place on Thursday 09 October in the Slieve Russell Hotel. ETBI will issue formal notice of the one-day event, in due course.

Noted

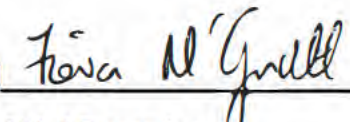
10 Board Workplan

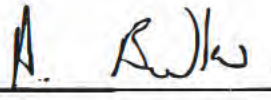
Noted

11 Date of next meeting

The next meeting of the CMETB Board will take place on Tuesday 16 September 2025.

The meeting concluded at 4.10pm

Signed 
Chief Executive

Signed 
Chairperson

Date 16 September 2025

Date 16 September 2025

