

### **Minutes of Meeting held on Thursday, 26 March 2026**

A meeting of Cavan and Monaghan Education and Training Board took place on Thursday, 26 March 2026 at 2pm, in CMETB Head Office, Market Street, Monaghan.

**Cathaoirleach:** April Anna Barker

**Baill I Lathair:** April Anna Barker, Carmel Brady, Damien Brady, Niamh Brady, Aidan Campbell, Colm Carthy, Frank Evans, Brendan Fay, Sinead Flynn, Michelle Flynn, Alan Johnston, Clifford Kelly, Colm McCormick, Joe McGrath and Peter McVitty.

**Leithsceil:** Winston Bennett, Seamus Coyle, Lorraine Fealy, Irene McCausland, Frank McDermott and Aíne Smith

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

## **1 Preliminary**

### **1.1 Welcome**

The Chairperson Ms AA Barker 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 – No Business**

### **1.4 Apologies Absence Approval**

The absences of Winston Bennett, Seamus Coyle, Lorraine Fealy, Irene McCausland, Frank McDermott and Aíne Smith were approved.

Passed Unanimously

### **1.4 Condolences**

- To Cllr Colm Carthy (CMETB Board) on the death of his uncle Seamus.
- To Annamarie Woods (Training Services) on the death of her father George McMeel.
- To Lisa McKenna (Monaghan Admin Office) on the death of her brother-in-law Barry McKenna.
- To Berni Power (Former DOSD) on the death of her father-in-law John Power.
- To Sean Johnston (Breifne College) on the death of his father Bernard Johnston.



- To Anita O’Keefe (Breifne College) on the death of her father Cyril O’Keefe.
- To Kieran Gavin (Breifne College) on the death of his father Gerry Gavin.

### **Congratulations**

- To Coláiste Dún an Rí U20 Girls who won the Ulster final recently.
- To Largy College senior Boys' Gaelic football team who won the All-Ireland for the first time in the history of the school.
- To the students from Virginia College who won in the Senior Category of the Cavan Enterprise Awards for their business “Duffy Designs” and their teacher Colm McCormick
- To all involved in the All-Stars Inclusive Student Event held in Tanagh OETC recently. The activity day was an inclusive event for SEN students to engage in a variety of sports/art and crafts and to socialise with peers from other schools.

Noted

## **1.5 Minutes of Meeting**

### **It was resolved: R. 01/03/2026**

“to adopt minutes of the meeting of Cavan and Monaghan ETB held on 24 February 2026”.

Proposed by Mr J McGrath

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**

<b>Circular Number</b>	<b>Details</b>
Circular 0020/2026	Revision of the process set out in Circular 0023/2015 which set out the Implementation of the Recommendations of the Expert Group on Fixed Term and Part-Time Employment in Primary and Second Level Education in Ireland (Primary Schools)
Circular 0021/2026	Revision of the process set out in Circular 0024/2015 which set out the Implementation of the Recommendations of the Expert Group on Fixed Term and Part-Time Employment in Primary and Second Level Education in Ireland
Circular 0024/2026	Prescribed Material for the Leaving Certificate English Examination in 2028



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 and Youth - Finance Correspondence

Date	Subject
09.02.2026	Youth Grant for 2026 €180,235
10.02.2026	Youth Information Centre (YIC) 2026 Allocation €134,661 to Monaghan YIC (Castleblayney)
10.02.2026	2026 Funding allocation for Targeted Youth Employability Support Initiative (TYESI) €65,000
03.03.2026	Letter of Assurance regarding internal control and audit arrangements for <b>ESBS-ETB Payroll</b> Shared Services (ESBS) ESBS 2025 KPI Report and ESBS 2025 Overview and Progress
10.03.2026	Letter of Assurance regarding internal control and audit arrangements for <b>ESBS-ETB Finance</b> Shared Services (ESBS) and ESBS 2025 Overview and Progress Report
12.03.2026	Notice of payment of funding for UBU, YIC and Youth Grant €364,245.50
16.03.2026	Grant Funding of €31,250 for 2026 Summer Meals Pilot Initiative
18.03.2026	CMETBs Annual Financial Statements (AFS) 2024 has been laid before the Oireachtas and may now be published on CMETBs website

Read

### 2.1.3 C&AG Correspondence

Date	Subject
04.03.2026	Audit of Annual Financial Statements 2024 Management Letter

Read

### 2.1.4 Correspondence from other Sources- Finance

Date	From	Subject
27.02.2026	Dept of Public Expenditure Infrastructure, PS Reform and Digitalisation (DPER)	Sanction to accept donation for St. Bricin's College.
05.03.2026	DSP	School Meals (Local Projects) Scheme 2025-2026: <b>Ballybay Community College</b> school meals programme: The first instalment of €8,539.61 will issue shortly.
05.03.2026	DSP	School Meals (Local Projects) Scheme 2025-2026: <b>Ballybay Community College</b> school meals programme: The second instalment of €24,469.70 will issue shortly.



09.03.2026	Music Generation DAC	2026 Funding Agreement between Music Generation DAC and CMETB
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Read

### 2.1.5 Correspondence from other Sources- General

Date	From	Subject
23.02.2026	Sarah Larkin	Resignation from FET Board

Read

### 2.1.6 Correspondence Sent

Date	To	Subject
19.03.2026	CMETB Board Member	Board meeting attendance

Read

## 2.2 Correspondence: Matters Arising

The CE acknowledged the resignation from the FET Board and advised that the vacancy will be advertised along with vacancies on Tanagh OETC Board.

A member asked if the Music Generation 2026 agreement was a Memorandum of Understanding (MOU) and whether it should be brought to the Board for approval before it was signed. The CE confirmed it was an annual funding agreement.

A member welcomed DPER sanction to accept the donation for St. Bricin's College to go towards the purchase of land adjacent to the school.

*At this point the media joined the meeting.*

## 3 Finance

### 3.1 Statement on Internal Control

The CE briefed the Board on the draft Statement on Internal Control 2025, outlining the procedure involved in preparing the report with the aid of a presentation (**see Appendix A**). 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. 02/03/2026**

**“to adopt the Statement on Internal Control 2025”**



Proposed by Mr J McGrath  
Seconded by Cllr A Johnston

Passed Unanimously

A Board member raised a query in relation to the role of the Board of Management and the Principal re the Annual SIC document completed by schools. The CE confirmed that the Principal is ultimately responsible for the declarations in the SIC and will be held accountable for any misrepresentations.

### **3.2 Annual Financial Statements 2025**

Ms Amanda Taylor, Finance Officer, briefed the meeting on the Annual Financial Statements for 2025. She reported that the closing balance for 2025 is a surplus of €2.3m.

A member asked what the surplus at year end is used for. The Finance Officer explained that a surplus is necessary for the schools and centres that work on an academic year basis and the funds are ringfenced for specific schools/centres and projects.

A member asked if additional funding will be made available to cover rising energy costs, in light of the crisis in the Middle East which has led to increased fuel prices. The CE advised that there has been no word of additional funding to date.

**It was resolved: R. 03/03/2026**

“to adopt the **Annual Financial Statements 2025**”.

Proposed by Cllr C Brady  
Seconded by Cllr N Brady

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 2025 to CMETB, which the Board considered.

**It was resolved: R. 04/03/2026**

“to adopt the Finance Committee recommendation to approve the Financial Statements for the 12-month period ending 31 December 2025”.

Proposed by Mr J McGrath  
Seconded by Cllr C Kelly

Passed Unanimously



### **3.3.2 Finance Committee Minutes: 05 February 2026**

**It was resolved: R. 05/03/2026**

“to adopt the minutes of the meeting of the Finance Committee held on 05 February 2026”.

Proposed by Cllr C Kelly  
Seconded by Cllr D Brady

Passed Unanimously

### **3.3.2 Finance Committee Report 05 February 2026 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. 06/03/2026**

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

Proposed by Cllr A Campbell  
Seconded by Ms AA Barker

Passed Unanimously

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

**It was resolved: R. 07/03/2026**

“to adopt minutes of the meeting of the Audit and Risk Committee held on 26 November 2025”.

Proposed by Ms AA Barker  
Seconded by Cllr C Brady

Passed Unanimously

### **4.1.3 Audit and Risk Committee Report 26 November 2025 to CMETB**

Noted



## 5 OSD Matters

### 5.1 Land and Buildings Committee

#### 5.1.1 Appointment of External members to the L&Bs Committee

It was resolved:

“to appoint the following to the **Land and Buildings Committee**”

Resolution No.	Name	Proposed by	Seconded by
R. 08/03/2026	Martin Cullivan	P: Mr P McVitty	S: Cllr C Brady
R. 09/03/2026	Rory Gilbride	P: Cllr C Kelly	S: Cllr D Brady
R. 10/03/2026	Joe McCabe	P: Cllr C Kelly	S: Mr J McGrath

Passed Unanimously

### 5.2 Land and Buildings Report

The DOSD gave a comprehensive presentation on the Land and Buildings report. (see **Appendix B**).

A member expressed concerns about the condition of the roof at Inver College, noting that it is in need of repair as it is leaking, and asked whether the DEY was aware of the issue. The DOSD advised that the Board of Management's concerns in relation to building condition and safety, including photographs, have been forwarded to the DEY and a technical visit requested. DOSD confirmed that an application for repairs to the roof under the emergency works scheme has been submitted to the DEY.

A member requested an update on the Sports Hall project for the Collegiate School in Monaghan. The DOSD advised that this project was not included in the recent list of DEY capital projects to progress to tender and/or construction in the period 2026-2027.

Noted

### 5.3 Leases/Contracts: No business

### 5.4 Risk Management Report

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

A member suggested that poor school attendance, which is a national issue, should be included on the Risk Register, though he acknowledged that parents are ultimately responsible for ensuring their children attend school. The CE advised that CMETB have set up a School Attendance Working Group that is actively addressing this issue and also noted

that there is a national attendance campaign, with schools receiving a small amount of funding to promote good attendance. The CE will ask the Director of Schools to give an update on the Attendance Working Group at the next meeting.

Noted

## 5.5 Summary of Executive Orders

No business

## 5.6 Use of Facilities

CMETB Centre	Requester	Dates Required
Cavan Institute (Block D, FET Campus, Cavan)	Cavan Arts Festival -Carnival School	Wednesdays 15th, 22nd, 29th April and 6 & 15 May 2026 from 9pm to 7pm
Cavan Institute (Car Park)	Cavan Chamber of Commerce	Tuesday 17 March 2026 from 12 noon to 2.30pm
Cavan Institute (Car Park, Toilets, Classrooms)	Cavan Arts Festival	Thursday 14 May to Sunday 17 May from 9am to 5pm each day
Cavan Institute (Fashion Room)	Cavan Arts Festival - Carnival School	Tuesdays on 14 April, 21 April & 28 April and Saturday 18 April, from 6pm to 9pm each day
Colaiste Dún an Rí (Sports hall)	Carrick-Corduff Community Games	Monday 2 March 2026 from 6.30pm to 8.30pm
FET Campus (Disused buildings)	Cavan County Fire Services	Tuesdays 9 & 16 June 2026 from 11am to 5.30pm
Inver College (Back field)	Carrick Emmets Rounders Club	Tuesdays and Thursdays from 5pm to 9pm from 24 March 2026 to 24 September 2026
Tanagh Outdoor Education Centre (Meeting room)	HSE	Wednesday 4 March 2026 from 11am to 1pm
Virginia College (Pitch)	Starcamp Ltd	Monday 20th to Friday 24 March from 8am to 2pm
Virginia College (Sports hall)	Tracey Taaffe Academy of Dance	Monday 4 May 2026 from 8am to 8pm
Virginia College (Sports hall)	Irish Blood Transfusion Service	Wednesday 8 July 2026 from 3.45pm to 10.30pm

**It was resolved: R. 11/03/2026**

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

Proposed by Ms M Flynn

Seconded by Mr C McCormick

Passed Unanimously



## 5.7 Other Matters:

### 5.7.1 Policies for adoption:

#### 5.7.1.1 CMETB Procurement Policy

**It was resolved: R. 12/03/2026**

“to adopt the CMETB Procurement Policy”

Proposed by Cllr A Johnston

Seconded by Cllr N Brady

Passed Unanimously

## 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	Atlantic Technological University	Articulation agreement between ATU and CMETB
6.2.2	Music Generation DAC	2026 Funding Agreement between Music Generation DAC and CMETB

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 including learner numbers, Adult Education activity, new Training programmes and FET Budget. It was noted that ringfenced funding for ESOL has been reduced but there has been a small increase in the overall budget for 2026. (see **Appendix D**).

A member referred to ETBI's Annual FET Conference that took place in Ballyconnell last month. He congratulated Dr. Linda Pinkster who was MC for the event and acknowledged that the presenters and speakers were both informative and engaging.

Noted

## 7.1.2 CMETB FET Board

### 7.1.2.1 FET Board Minutes

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

Resolution No.		Date	Proposed / Seconded
R. 13/03/2026	FET Board Minutes	16.12.2025	P: Cllr C Kelly S: Mr J McGrath

**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	02.12.2025

Noted

## 7.1.4 Committee/Boards under FET

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

Resolution No.	Board/Committee	Date	Proposed / Seconded
R. 14/03/2026	Youth Work Committee	18.11.2025	P: Cllr A Campbell S: Cllr C Carthy

**Passed Unanimously**

## 7.1.5 FET Policies: For noting

Item No	Policy
7.1.5.1	Guidelines for Practitioners on the use of AI in Assessment
7.1.5.2	Guidelines for Learners on the use of AI in assessment
7.1.5.3	CMETB Internal Verification Guidelines and Procedure for QQI Programmes and Modules
7.1.5.3	Repeats Policy CMETB Advanced Certificate in Early Learning and Care

Noted



## 7.1.6 Child Protection:

### 7.1.6.1 Child Safeguarding Statement

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

Noted

### 7.1.7 Anti-Bullying: No business

## 7.2 Schools

### 7.2.1 DoS Report

As the Director of Schools was not available to attend, his report was shared with the Board via SharePoint in advance of the meeting. The CE advised that the DOS will give a presentation on the Planet Youth findings at the next Board meeting.

Noted

### 7.2.2 Boards of Management

#### 7.2.2.1 Appointments to Monaghan Community Special School Board of Management

It was resolved:

“to appoint the following to Monaghan Community Special School Board of Management”

Resolution No.	CMETB Nominee	Proposed By	Seconded By
R. 15/03/2026	Aidan Campbell	P: Cllr C Carthy	S: Mr J McGrath
R. 16/03/2026	Colm McCormick	P: Ms M Flynn	S: Cllr C Kelly

Passed Unanimously

#### 7.2.2.2 Board of Management Minutes

For noting

The following minutes of Boards of Managements were noted:

School	Date
Ballybay Community College	08.01.2026
Beech Hill College	08.09.2025
Beech Hill College	04.11.2025
Coláiste Dún an Rí	22.01.2026
Inver College	19.01.2026
St. Bricin's College	03.11.2025
St. Mogue's College	27.11.2025

Virginia College	18.11.2025
Virginia College	20.01.2026

Noted

**7.2.3 School Based Policies:**

For noting

Item No	St. Bricin's College – Policy
7.2.3.1	Assessment Policy 2026 – 2029
7.2.3.2	Wellbeing Policy 2026 – 2028

Noted

**7.2.4 Music Generation Committee/Garage Theatre Board**

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

Resolution No.	Committee/Board	Date	Proposed Seconded
R. 17/03/2026	Music Generation Committee	05.03.2025	P: Cllr C Kelly S: Mr P McVitty
R. 18/03/2026	Garage Theatre Board	21.01.2026	P: Cllr C Brady S: Cllr C Carthy

Passed Unanimously

**7.2.5 Music Generation Child Safeguarding**

- Annual Review of Child Safeguarding Statement: for noting

Noted

**7.2.6 Anti-Bullying Policy: No business**

**8 Attendance Approval: No business**

**10 Chief Executive Report**

**Meetings Attended: February – March 2026**

Date	Details
25.02.2026	<ul style="list-style-type: none"> <li>• FET Conference, Ballyconnell, Co Cavan</li> <li>• Cavan Local Action Group Meeting</li> </ul>

26.02.2026	<ul style="list-style-type: none"> <li>• FET Conference, Ballyconnell, Co Cavan</li> <li>• Breifne College TY Musical</li> </ul>
27.02.2026	<ul style="list-style-type: none"> <li>• Principals meeting in the Garage Theatre</li> <li>• Castleblayney Drama Festival (CMETB sponsorship)</li> </ul>
02.03.2026	<ul style="list-style-type: none"> <li>• IAU-ETBs Interview Board, CMETB Head Office, Monaghan</li> </ul>
04.03.2026	<ul style="list-style-type: none"> <li>• DOSD Forum meeting in Naas – CE joint Chair</li> <li>• CMETB BOM Training in the Garage Theatre</li> </ul>
06.03.2026	<ul style="list-style-type: none"> <li>• Interview Board (LMETB), Navan</li> </ul>
09.03.2026	<ul style="list-style-type: none"> <li>• ATU Tertiary Education Steering Committee Meeting in Cavan Institute</li> <li>• Signing of Articulation Agreement with ATU in Cavan Institute</li> </ul>
10.03.2026	<ul style="list-style-type: none"> <li>• Literacy Expert Working Group Meeting</li> <li>• CMETB Audit and Risk Committee Meeting in Monaghan Admin Office</li> </ul>
11.03.2026	<ul style="list-style-type: none"> <li>• CE Forum meeting in Athlone</li> </ul>
12.03.2026	<ul style="list-style-type: none"> <li>• School Leaders weekly update meeting</li> </ul>
16.03.2026	<ul style="list-style-type: none"> <li>• IAU-ETBs Interview Board, Mullingar</li> </ul>
18.03.2026	<ul style="list-style-type: none"> <li>• Meeting with IAU re 2026 Audit plan for CMETB</li> <li>• Meeting with CMETB Chairperson Re Board Meeting Agenda</li> </ul>
19.03.2026	<ul style="list-style-type: none"> <li>• School Leaders weekly update meeting</li> <li>• Meeting with Principal, Bailieboro CS</li> <li>• CMETB Finance Committee meeting in Monaghan Admin Office</li> <li>• St. Aidan's Comprehensive Board of Management meeting</li> </ul>
20.03.2026	<ul style="list-style-type: none"> <li>• Meeting with Monaghan County Council at Beech Hill College</li> </ul>
24.03.2026	<ul style="list-style-type: none"> <li>• CMETB SEN All Stars in Tanagh OETC</li> <li>• Sections Head meeting re ISMS</li> <li>• Meeting with TUI</li> </ul>
25.03.2026	<ul style="list-style-type: none"> <li>• DOSD Forum pre meeting – CE Joint Chair</li> <li>• TY Young Cook of the Year National Final in Cavan Institute</li> <li>• LAG and LCDC meeting in Cavan Council Chambers</li> </ul>
26.03.2026	<ul style="list-style-type: none"> <li>• School Leaders weekly update meeting</li> <li>• CMETB Board Meeting in Monaghan Admin Office</li> <li>• CMETB Employment &amp; Training Expo, Cavan</li> <li>• Special BOM meeting of Bailieboro CS</li> </ul>

Noted

### 11. Board Workplan

Noted

### 12. Date of Next Meeting: Wednesday 20 May 2026 @ 2pm

The meeting concluded at 3.35pm

Ionad Riarcháin an Bhord  
Sráid and Mhargaidh  
Muineachán



**cmeth**  
Bord Oideachais agus Oiliúna  
an Chabháin agus Mhuineacháin  
Cavan and Monaghan  
Education and Training Board

Administration Centre  
Market Street  
Monaghan

Signed Finian M'Grath

Chief Executive

Signed A. B. O'Connell

Chairperson

Date 20 May 2026

Date 20 May 2026