



Bord Oideachais agus Oiliúna  
Chill Chainnigh agus Cheatharlach  
*Kilkenny and Carlow*  
*Education and Training Board*



## Kilkenny and Carlow Education and Training Board

### Minutes

19 May 2020

Date: 19 May 2020  
Time: 3.30pm  
Venue: In light of HSE guidelines on COVID 19 and the requirement to social distancing a meeting was facilitated via conference call.

Attendance: Fergal Browne, Mary Hilda Cavanagh, Peter Cleere, Laura Conheady, Deirdre Cullen, Andrea Dalton, Fidelis Doherty, Ger Frisby, Matthew Kenny, Caitlín Mhic Cárthaigh, Jenny O'Regan Bryne, Noel Phelan, Patrick O' Neill, Clare Ryan, Adrienne Wallace

Also in attendance: Chief Executive Eileen Curtis; Director of Organisation Support and Development; Liam Scott  
Executive support; Amy Deering

Apologies: Eileen Brophy, Michael Delaney, Eamonn Doheny, Denis Hynes, Richie Manogue, Brian O'Donoghue

### 1. Conflict of Interest

At the start of the meeting, the Chairperson reminded members about procedures for dealing with any potential conflict of interest arising during a board meeting:

The ETB Act of 2013 and the Code of Governance (2019) both state that a member of an ETB board must absent himself/herself when the board is deliberating or deciding on matters in which that member has an interest. He/she should not take any part in any deliberation of the board relating to the matter, should not influence, or seek to influence, a decision to be made in relation to the matter and should not vote on a decision relating to the matter.

## **2. Condolences and congratulations**

Condolences were extended to those recently bereaved.

Congratulations - The Board extended congratulations to Nessa White, General Secretary ETBI on her new position with SOLAS.

## **3. Minutes of board meeting held on 24 March 2020**

The minutes of the meeting held on 24 March 2020 had been circulated to board members in advance (Document 240320 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Ger Frisby, seconded by Adrienne Wallace and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 24 March 2020.

## **4. Matters arising from minutes**

No matters arising

## **5. Correspondence**

### **Department of Education and Skills Circular Letters – to be implemented**

- 0024/2020 - Coronavirus (COVID-19) Delay Phase: Arrangements for teachers and special needs assistants employed in recognised primary and post-primary schools
- 025/2020 - COVID-19 (Coronavirus) - Delay Phase: Arrangements for all staff other than Teachers and SNAs employed by Education and Training Boards
- 0026/2020 - COVID-19 (Coronavirus) - Delay Phase Arrangements for all Public Service employees
- 0027/2020 - COVID-19: Temporary assignment arrangements for certain staff in the education and training sector
- 0028/2020 - COVID-19: Temporary assignment arrangements for certain staff
- 0029/2020 - Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism Spectrum Disorder)
- 0030/2020 - Special Needs Assistant Allocations for the 2020/21 School Year for Mainstream Classes in Primary and Post Primary Schools
- 0031/2020 - Grant Scheme for ICT Infrastructure – 2019/2020 School Year
- 0032/2020 - Grant Scheme for ICT Infrastructure – 2019/2020 School Year €10m funding to issue to primary and post-primary schools
- 0033/2020 - Revision of 2011 Entrant Teacher Salaries with effect from 1 March 2020 – Application of Additional Increments
- 0034/2020 - Revision of Application of Additional Increments awarded in relation to New Entrants under the Public Services Stability Agreement 2018 - 2020



- 0035/2020 - Prescribed Material for the Junior Cycle Examination in 2022 and Leaving Certificate Examination in 2022

#### **Other Departmental correspondence – for information**

- Confirmation of receipt of Annual Financial Statements for 2019
- Amendment to Annual Service Plan 2020

#### **Other correspondence**

- Carlow IT – Nominations to Governing Body (2 nominees)
- Nomination from WWETB to Carlow IT Governing body
- Confirmation of receipt of WIT Nomination
- SOLAS FET Approved Funding Allocation 2020

### **6. Chief Executive's Report**

Chief Executive Eileen Curtis presented an overview of the Chief Executive's report:

#### **6.1 Corporate Governance and Administration**

##### **Business Continuity Planning - COVID 19**

The Business Continuity Planning Group continue meet regularly to manage and monitor the current situation across the organisation. A contingency plan for each directorate is in place with regular adjustments to meet emerging demands.

- All offices and services are closed to the public and staff are working remotely from home. Services continue to be maintained in a variety of ways.
- Schools and centres continue to maintain arrangements for remote teaching and learning with a particular focus on assessment as the end of the academic year approaches. Extensive preparation and adjustment is ongoing in relation to the Leaving Certificate, the Junior Cycle and QQI Assessments.
- Specific contingency arrangements are in place for critical areas of work such as salary and learner payments with key staff and their back up personnel working remotely.
- All the advice and guidance provided by the HSE, DES and other bodies is being followed. The key focus in the period ahead will be to plan for phased reopening in line with government guidelines. We are awaiting further guidance from the DES on this process.

Graceful thanks were extended to staff throughout the organisation who have continued to ensure that our services have been maintained and our students and learners have been supported both pastorally and academically during this period.

##### **Service Plan 2020 (Amendment)**

An amendment was proposed to the 2020 service plan in relation to child protection and safeguarding measures.

Goal	Priority	Action	Performance Indicator	Target
Governance	Ensure full compliance with the Child Protection Procedures for Primary and Post-Primary Schools 2017	Documentation requested from schools/centres in line with requirements	All school/centre documentation submitted to patron as required	Compliance with Child Protection Procedures for Primary and Post-Primary Schools 2017

Following ratification by the Board the revised Service Plan will be submitted to DES.

#### Annual Financial Statements 2019

Following their adoption by the Board the 2019 financial statements were submitted in the required format and on time.

#### Oversight Agreement/Performance Delivery Agreement

The DES is putting in place two additional oversight arrangements in respect of ETBs as follows:

- i. Oversight Agreement between DES and KCETB  
This is a three year agreement which set out the terms of the relationship between the two bodies including the respective roles and responsibilities in relation to reporting and oversight, providing clarity on the strategic and operational aspects of the organisations relationships, a framework for the delivery of high quality services and communication, reporting and accountability and governance structures to facilitate improved communication, re-engagement and co-operation.
- ii. Performance Delivery Agreement between DES and KCETB  
This is an annual agreement which sets out the management and accountability framework between the two organisations. It is a performance contract with an agreed level of service formalised between the DES and the ETB. It supports the specific high level goals and objectives of the Department and the ETB and sets out a number of targets for the ETB in line with the Strategy 2017-2021 and the Service Plan 2020.

Both of the above agreements have been submitted to the DES for 15th May 2020.



### **Primary School Patronage**

A competitive process for the patronage of a new primary school in Kilkenny city is scheduled for early in the academic year 2020/21. This will be the first time that this process will occur in the KCETB area. KCETB proposes to take part in this campaign to develop a Community National School in Kilkenny city.

### **Board Training**

Crowe Ireland was scheduled to provide board training at the May meeting. This has been postponed until further notice. Training for the Chairpersons of Audit and Risk and Finance Committees is purposed to take place shortly through MS Teams.

### **FET Approved Funding 2020**

SOLAS has approved a budget allocation of €26 million for the year and this is in line with our FARR4 Funding Report for the ETB. The Terms and Conditions of Funding are as set out and the SOLAS Funding Approval and Terms and Conditions of Funding Acknowledgement is due for submission to SOLAS.

## **6.2 Schools**

Director of Schools presented the following information to the board;

### **Teaching and Learning**

The focus in schools has turned to planning for remote assessment with house assessments for 1st, 2nd, 4th and 5th year students taking in the last two weeks May.

**Junior Cycle** -In terms of the Junior Cycle School Report which 3rd year students will receive this year, there has been significant collaborative engagement among our KCETB principal professional development community and at school level with teachers and staff teams. Parents have been fully briefed and communicated with in respect to the arrangements for assessment of each subject area for their child.

**Leaving Certificate** -In terms of the Minister for Education's announcement on 8th May with respect to the Leaving Certificate 2020, our principal professional learning group met virtually on 11th May to crystallise their understanding of the calculated grade model and to bring forward any attendant queries and clarifications at school level. Principals have been in communication with their school community – leaving certificate students, parents and teachers on the evening of the announcement and have had staff briefings and meetings since, as well as online assemblies with 6th year class groups. We are awaiting a detailed guidance document to be issued by the DES for implementation.

Students and staff are congratulated on their efforts throughout the academic year and most especially in their efforts to continue teaching and learning remotely during the public health emergency. All students are wished well in their assessments and all students leaving school are wished well on their educational journey.

The training cycle for the new Junior Cycle is complete for this school year.

Planning is underway for teaching and learning pedagogical approaches to what will most likely be a blended learning approach to the start of the academic year 2020/21.

### **Inspection Reports**

We are awaiting the following inspection reports:

- Management, Leadership & Learning, (Whole School Evaluation)- Grennan College
- Child Protection Safeguarding Inspection (CPSI) – Coláiste Eoin
- Home Economics Subject Inspection – Abbey Community College

We are also awaiting verbal feedback to the school community of Tyndall College on the Management, Leadership & Learning, (Whole School Evaluation) which took place in March, prior to the Inspectorate issuing the written report.

### **Governance and Management of Schools**

- We have implemented the addendum to the procedures for Hearing and Determining Appeals under section 29 of the Education Act 1998 in respect to ETB schools under COVID 19 Public Health restrictions. The new procedures have worked out well with teleconferencing conducted through MS Teams with guests being invited to attend via email.
- Admissions Policy – In compliance with the Admission to Schools Act 2018 schools are working with the ETB as patron in updating their admissions policy for implementation in September 2020.
- Some of our school boards of management have met virtually on MS Teams platform and the remaining Boards will meet later in the month.
- Staff planning for the 2020/2021 school year is ongoing.
- School Principals are currently undertaking their curricular planning and are identifying priorities for the 2020/21 academic year.
- Digital Strategy for Schools -A further tranche of the school grant has been received and KCETB will continue to promote digital learning in the classroom and enhance the Technology Enhanced Learning (TEL) practices of teachers for the delivery of remote teaching and learning. Additional funding has become available for schools under the Digital Strategy for purchasing devices in response to narrowing the digital divide in remote teaching and learning.



- Community National School – KCETB intends to campaign for the patronage of a community national school for Kilkenny western environs 2021.

### 6.3 Further Education and Training

Director of FET presented the following information to the board;

**The Local Youth Club Grant Scheme;** supports volunteer-led youth club/group activities at a local level. The Scheme, which provides grant aid towards the costs of running clubs/groups, is part-funded by the proceeds of the National Lottery. Funding for the Scheme is provided by (DCYA), administered locally by ETBs and Local Clubs can apply under three strands; all of which promote programmes and practices to support young people: 1: Safety and Well Being 2: Young Person Centred programmes 3: Developmental and Educational programmes

**SOLAS** the Further Education and Training Authority, has published two reports, **Enabling Intergenerational Learning** and **Family Literacy Practice** in ETBs, that focus on the needs of parents who themselves struggle with literacy and numeracy, and which outline how parents can help both themselves and their children to develop good literacy and numeracy skills. KCETB Adult Literacy Services participated in the research for both reports.

The benefits for the family unit when parents are actively involved in delivering and supporting their child's educational development are also highlighted. Informative case studies on the varied, practical and enriching ways parents can help their children learn, as well as good practice guidelines are included. The reports provide a set of recommendations for the FET sector on extending and strengthening family literacy. KCETB will review existing provision in line with same.

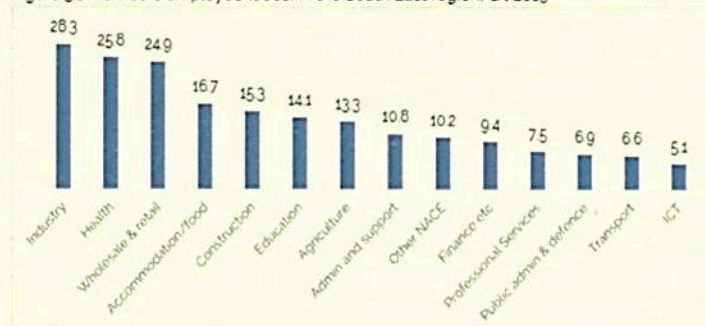
**Apprenticeship:** Approximately 245 KCETB apprentices were in receipt of the Pandemic Unemployment Payment or the Temporary Wage Subsidy Scheme payment. Some of these apprentices are now returning to work with their employers.

**Assessments and External Authentication:** In the last number of weeks all FET centres have continued to work remotely and have continued to support learners preparing for assessment. Teachers and tutors have gone to extraordinary lengths to convert exams to assignments and KCETB have agreed these different formats with QQI. The focus is now moving to Internal Verification and External Authentication and most EAs are able to complete their work remotely. They will be supported in the process by KCETB and the QA unit at ETBI and FESS.

**Music Generation:** The Drum is being used as a Hub for Music Generation Kilkenny classes. These commenced in March online. 30 young people are attending weekly with group and individual tuition. In line with the initial plan for Music Generation Kilkenny, programmes will continue to be rolled out in the south of the county in the autumn.

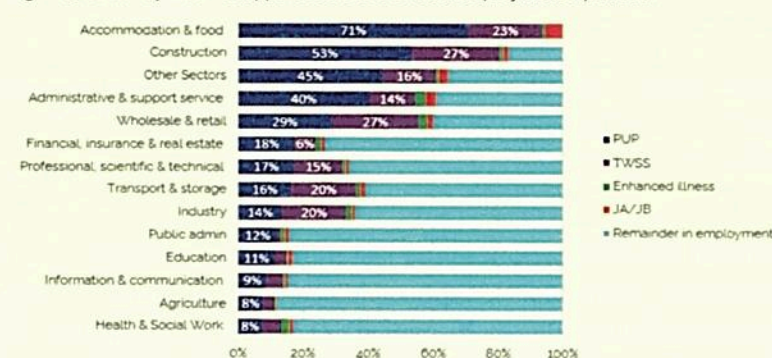
**Regional COVID Impacts:** The COVID pandemic has had a huge impact on the south east region, various sectors and individual counties. In Quarter 4 2019, there were 195,900 persons in employment in the South East. Nationally in the same quarter, the accommodation and food services sector employed almost 180,000 persons and accounted for 7.6% of overall employment. The closure of hotels, bars and restaurants has resulted in almost all of those previously employed seeking income supports. Of these, three quarters were for the pandemic unemployment payment; this sector accounted for the highest number of payments under this scheme. At 9%, the South East and South West regions had a higher share employed in this sector than the average for the State.

Figure 31: Numbers employed (000s) in the South East region, Q4 2019



Source: CSO Labour Force Survey  
Excludes those who did not state their sector of employment

Figure 3: Sector by income support as a share of total employment, April 2020



Source: DEASP, Revenue, CSO LFS (Q4 2019)  
Note: All figures are provisional only and are subject to revision

Based on Census estimates, almost half of those previously employed in Carlow were receiving income supports, the highest share for any county in the State.



Table 3.2. Income supports by type and county, South East, April 2020

	Carlow	Kilkenny	Wexford	Waterford	South East Total
PUP	7,700	10,400	20,100	13,900	52,100
Illness benefit	500	700	1,100	1,100	3,400
TWSS	4,500	4,500	7,900	7,310	24,210
<b>Total</b>	<b>12,700</b>	<b>15,600</b>	<b>29,100</b>	<b>22,310</b>	<b>79,710</b>
% share of employment (estimate)	49%	32%	43%	42%	41%

Source: DEASP, Revenue

Note: All figures are provisional only and are subject to revision

### KCETB Covid Initiatives:

- All KCETB FET Programmes have been in contact via telephone or online with learners in the community to provide connection, support and welfare calls/letters for all learners. IT resources where possible have been provided to support learners to stay engaged with their centre, for learning and personal wellbeing. Adult Literacy and Community Education Services are linking with Community Groups in rural towns and villages and have initiated *postcards in the community* for learners who do not have technological access.
- The Adult Guidance Service has conducted one to one guidance counselling appointments (telephone and virtual) for new and existing clients. Guidance Counsellors are providing support for any learner at risk of disengagement.
- NLN, IWA, Kingsriver, Watergarden, SOS, have been contacted by tutors to organise worksheets for learners whom they could not contact themselves. Worksheets have been posted out to these centres to forward to the learners who are interested in doing work.

## 6.4 Organisational Support and Development

Director of OSD presented the following information to the Board

### Human Resources

#### Recruitment 2020/21

The Human Resources Department has developed a process in respect of on-line recruitment and virtual selection interviews. Further information and video links are currently being developed for Board Members as part of the training in respect of same. The process of recruiting for teaching posts for the academic year 2020-2021 will begin week commencing the 25 May 2020. Contracts of Indefinite Duration and additional CIDs have been issued to all relevant teaching staff.

A Clerical Officer Panel has been created and will be used to fill vacancies at this level for the next 12-18 month period.

### **Temporary Redeployment**

No requests for redeployment have been received.

### **COVID 19 – Staff Information and Guidance**

All relevant information issued by the DES, HSE and DPER have been uploaded on to the Staff Section of the KCETB website. In addition, information with regard to health and safety, GDPR and working from home guidelines for staff have been created and can be accessed on the site.

### **ESBS Shared Services**

All ETBs will be moving to ESBS Centre which has been established to deliver shared services to the ETB Sector. KCETB is one of the eight ETBs to move to Shared Services and has now commenced the preparation process. We are currently scheduled to move to ESBS by November 2020. Initially the Centre will process Pay and Travel and Subsistence claims.

Going forward there will be an Employee Self Service (ESS) and Manager Self Service (MSS) portal. This online portal will be available to all staff members which will give 24/7 access to information and facilities

### **ETB Public Sector Equality and Human Rights Duty**

As a statutory requirement on public bodies, ETBs are required to take proactive steps to: promote equality of opportunity; prohibit discrimination and protect human rights for service user; policy beneficiaries and employees and are required to report annually on developments and achievements in this area.

Kilkenny and Carlow ETB has set up a Project Team with representatives from the FET, Schools and OSD sections to take forward this work. On-line training for the Project Team is scheduled for the 20 May 2020.

## **Corporate Services**

### **Leases**

- **Kilkenny City Presbyterian Church Building, Ormonde College Kilkenny – Renewal of lease -**  
Period of cover 02/06/2020 – 01/06/2021
- **Ormonde College- PLC – (Hairdressing) Village Inn Business Centre, Kilkenny Renewal of lease**  
– Period of cover 1 year, 05/07/2020 to 04/07/2021



### Capital Projects

1. **Grennan College, Thomastown** - The design for the new school is being prepared at present.
2. **Grennan Mill** - electrical upgrading works is outstanding and will be completed after the construction lockdown.
3. **Grennan Equestrian School** - A report from the H&S Consultant received regarding Physical infrastructure
4. **Borris Vocational School** - Construction on the extension has recommenced to provide for critical stabilisation works and works to eliminate ceiling mould on the old building
5. **Kilkenny Schools Campus** -A response to design options is due from DES. .
6. **Abbey Community College** -Tenders for the mechanical and electrical emergency works have been evaluated
7. **Duiske College, Graignamanagh** - future accommodation needs of the school are under consideration.

### Finance

The income and expenditure reports for February, March and April 2020 were presented.

#### Audit Update

##### External Audit

The C&AG has commenced the 2019 audit and a preliminary file has been submitted in respect of same.

##### Internal Audit

Draft internal Audit Findings and Recommendations Report regarding Review of Previous Audits has been received.

### 7. Annual Report 2019

#### Annual Report

A draft Annual Report was prepared and presented to the board for adoption. It is a requirement under the Code of Practice for the Governance of ETBs. The Annual Report was proposed by Ger Frisby, seconded by Mary Hilda Cavanagh and agreed. This will be accompanied by the Chairperson's Report previously considered at the meeting of 24<sup>th</sup> March with the Annual Financial Statement.

### 8. Risk Management

Chief Risk Officer presented the following information to the Board:-

#### Risk Management Report

- i. **Business Continuity**

- a) Business Continuity is operational in KCETB in response to the COVID-19 emergency.
- b) The Executive Management Team is operating as the KCETB Business Continuity Management Team
- c) A Business Continuity Plan Committee, with wider representation from service divisions, has been established to assist the group.
- d) A COVID-19 Response Plan for resumption of Services will be developed. Services are being maintained most effectively through remote working.

**ii. Risk Registers**

- a) Risk management sub-committees are required to review the Risk Registers quarterly
- b) OSD/Schools and FET Risk Management Sub-Committees are requested to review their Risk Registers quarterly – no modifications due apart from Business Continuity provisions.
- c) The ETM confirmed that no modifications are required to the Corporate Risk Register.

**9. (a) Minutes and reports of Committees and Boards of Management**

Minutes of Boards of Management and committees were noted and confirmed by the Board

**9. (b) Report from ETBI Reserve Forum**

Postponed until further notice

**10. Carlow Institute of Technology- Nominations to Governing Body**

The term of the current Governing Body of Carlow Institute of Technology expired on the 31 March 2020 and there is a requirement for KCETB to nominate two members. In line with government requirements we require one male and one female nomination. All appointments require approval of the Minister for Education and Skills.

- Male nomination (Ger Frisby) proposed by Mary Hilda Cavanagh, seconded by Deirdre Cullen
- Female nomination (Andrea Dalton) proposed by Fergal Browne, seconded by Ger Frisby

**11. Matters for approval or confirmation by the Board**

***190520 – KCETB 01 Minutes of previous meeting(s)***

Adopt the recorded minutes of the meeting held on 24 March 2020. The minutes will be published online.

Correspondence received and noted.

***190520 – KCETB 02 Chief Executive's Report***

For adoption/approval including Service Plan 2020 (amendment)

***190520 – KCETB 03 Corporate Services***

Approve leases



070720 – 02 – Minutes

**190520 – KCETB 04 Finance**

For approval

**190520 – KCETB 05 Annual Report**

For adoption

**190520 – KCETB 06 Risk Management**

For approval/adoption/noting

**190520 – KCETB 07 Reports of Committees**

For confirmation

**190520 – KCETB 08 Carlow IT-KCETB Nominations to Governing Body**

For approval

Unless stated previously the above items were adopted by the Board as proposed by Andrea Dalton, seconded by Fergal Browne and agreed.

**11. Other business with prior permission of the Chair**

The board thanked all staff members for their continuing hard work and co-operation at this difficult time and commended the move to online and remote learning and the facilitation of learners who do not have access to online supports.

It was noted following discussion that facilitation of board meetings in the future will be investigated by the executive. A mixture of physical attendance and virtual attendance will be considered as appropriate. HSE health guidelines will be adhered to in any considerations.

**12. Date of next meeting**

The next meeting of the Board will take place on 7<sup>th</sup> July 2020 at 3.30pm in Tyndall College, Carlow.

Signed: 

Date: 07.07.20.

