



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



## Kilkenny and Carlow Education and Training Board

### Minutes

19 January 2021

Date: 19 January 2021  
Time: 3.30pm  
Venue: Online via Microsoft Teams

In light of the HSE guidelines on Covid 19 and the requirement for social distancing this meeting was facilitated virtually through Microsoft Teams.

Attendance: Tomás Breathnach, Eileen Brophy, Fergal Browne, Caitlín Mhic Cárthaigh, Mary Hilda Cavanagh, Peter Cleere, Laura Conheady, Deirdre Cullen, Andrea Dalton, Michael Delaney, Eamonn Doheny, Fidelis Doherty, Ger Frisby, Matthew Kenny, Richard Manogue, Patrick O'Neill, Noel Phelan, Clare Ryan, Adrienne Wallace

Also in attendance: Chief Executive Eileen Curtis; Director of Further Education and Training Martha Bolger; Director of Schools Pauline Egan, Director of Organisation Support and Development Liam Scott  
Executive support Amy Deering

Apologies: Jenny O' Regan Byrne, Brian O' Donoghue

Chairperson Peter Cleere presided at the meeting

#### 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 was extended to Music Generation, Kilkenny on the release of their debut single, *Feel the Victory* which was featured on the RTE After School Hub and on the Ireland Funds Winter Series in the USA.

## **3. Minutes of board meeting held on 17 November 2020**

The minutes of the meeting held on 17 November 2020 had been circulated to board members in advance (Document 190121 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Mary Hilda Cavanagh, seconded by Fidelis Doherty and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 17 November 2020.

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

No matters arising

## **5. Correspondence**

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

- 0075/2020 - Leaving Certificate Applied Results Year 1 2020
- 0076/2020 - Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school year 2020/21
- 0077/2020 - Grant Scheme for ICT Infrastructure – 2020/2021 School Year
- 0080/2020 - Payment of Tool Allowance to Craft Workers – 2020
- 0081/2020 - Revised Procedures for the Upgrading of Grade III Secretary Posts in Schools to Grade IV Posts (Revision to Section 7 of Circular F39/1997)

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

- Letter re - Overdraft Facility 2020/2021
- Letter re - EFT Facility for 2020
- Letter re - Ordinary non-pay (ONP) funding 2020
- Email re - Publication of 2019 Financial Statements
- Email re - Provision to KCETB of contract for service supports (for capital projects)

- Email re - New Woodland Creation on Public Lands Scheme
- Email re - Review of the National Development Plan
- Email re - Contingency planning for post primary school accommodation 2021/22

#### **Other correspondence**

- **SOLAS-** FET Capital Balancing Process 2020
- **SOLAS-** Review of National Development Plan (FET perspective)
- **SOLAS-** Overarching Planning and Funding parameters and requirements 2021
- **DCEDIY -** KCETB UBU Project Allocations
- **DCEDIY -** ICT Investment Grant 2020
- **Carlow IT-** Nominations to Governing Body

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

Chief Executive Eileen Curtis presented the Chief Executive's report:

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

##### **Ethics Declarations**

Documentation in compliance with the Ethics in Public Office Acts 1995 and 2001 and the Code of Practice for the Governance for ETBs 2019, in regard to the disclosure of interest have been circulated to all members. These forms must be returned by Friday 29 January 2020.

##### **Approval of Service Plan**

Approval of the annual Service Plan for 2021 is required prior to March 1 in accordance with the Education and Training Boards Act 2013 and the Code of Practice for the Governance of ETBs 2019. A meeting of the Finance committee must also take place prior to the Board meeting. The meeting to consider the Service Plan 2021 is scheduled for Tuesday, 23 February 2021.

##### **Approval of Annual Financial Statements**

Approval of the draft Annual Financial Statements 2020 will take place at the March meeting on Tuesday 23 March 2021. A quorum is vital for this meeting to ensure the financial statements are approved prior to the submission deadline of 1 April 2021.

The Finance Committee and the Audit and Risk Committee have a specific role and work programme in relation to the AFS and internal control assurances prior to approval of the statements. This is essential to meet the DES submission deadline.

### **Statement of Strategy**

KCETB is required to undertake the preparation of a new Statement of Strategy for the next five-year period from 2022. The Executive Team is currently involved in preparations for the process and will provide updates and engage with the board in relation to progress throughout the year.

### **Infrastructural Projects**

#### **Kilkenny School Campus**

Preparation for the Stage 2 submission regarding the detailed design is ongoing and scheduled for completion by the end of February.

#### **Colaiste Mhuire**

Approval had been received for a significant extension to meet the demands of a growing school population.

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

The Business Continuity Planning Group has met regularly to support the re-opening process and is prioritising the maintenance of our services during this period. Schools and centres are engaged in remote learning in line with public health guidance. Support is being provided to staff and students to assist with this process. Thanks was extended to all staff for their continued leadership and operation during this further period of significant restriction.

### **Staff Retirements**

During 2020 13 staff retired from KCETB. It is hoped that the service of these staff members can be marked in the normal way when it is safe to do so. Sincerest gratitude was extended from the CE and the board to all for their contribution to KCETB.

### **Nominations to Governing Body- Carlow IT**

All new nominations require approval of the Minister for Education and Skills;

Student Representative under Section 4 (i)(e) of the RTC Acts 1992 to 1999

- Ms. Alexandra Porter

Irish Congress of Trade Union under Section 4(1)(f) of the RCT Acts 1992 to 1999

- Mr. Ger Mooney

Nominations to Carlow IT Governing Body proposed by Ger Frisby, seconded by Mary Hilda Cavanagh and agreed.

### **Office Accommodation**

The CE outlined that a Working Group is being set up to develop a proposal to engage with the Department of Education in respect of the transition of our administration services to Carlow.

## 6.2 Schools

Director of Schools Pauline Egan presented the schools report.

### Teaching and Learning and Assessment

- All schools reopened remotely for Teaching and Learning on 11 January. Staff and students are engaging online through our KCETB teaching and learning platform Microsoft Teams. Significant planning has been undertaken to ensure live classes for students and investments have been made in all schools to support remote teaching and learning. Students and teachers have had training in engaging with the platform and devices have been purchased to ensure equality of access. Schools are open for access for staff to deliver remotely should there be issues with their broadband connectivity.

All schools have a Communications/ Learning platform that facilitates:

- Communication with and between staff, with parents and board meetings
  - Communication and engagement between teachers and pupils/students (including classroom work assignment and returns, feedback and assessment)
  - Remote learning in the event of a partial or full school closures. The platform should facilitate some use of live or recorded video lessons where applicable.
- **Parent-Teacher Meetings** - these have not taken place in the traditional manner due to COVID restrictions. In lieu of face to face meetings with parents, schools prepared Progress Reports for Parents, accessible via the schools' platform Vs Ware.
  - **Deputy Principals Network Meeting** took place on 16 December – the focus for the forum is on *Delivering High Quality Teaching and Learning during a Global Pandemic*. This is a professional learning network that supports deputies to share best practice.
  - **DEIS to FET – A Virtual Open Day** took place on 09 December for all remaining Carlow and Kilkenny ETB Schools. Other non ETB schools also attended. Feedback on the event has been very positive from participating schools.
  - **Curricular Planning for the 2021/2022 year** is underway and supports for new principals around curriculum planning and timetabling is being organised.

### Governance and Management of Schools.

#### Inspection Reports

The following inspection reports have been received:

- **Inspections on Supporting the Safe re-opening of Schools (SSRS)** – Kilkenny City Vocational School, Coláiste Cois Siuire, Gaelcholáiste Cheatharlach and Grennan College.

All our schools to date have been in full compliance. Feedback from the Inspectorate has noted the high standard of compliance in our schools with all appropriate COVID control measures in place.

- **Child Protection and Safeguarding (CPSI) Inspection** - Coláiste Eoin
- **Management, Leadership & Learning Inspection** - Tyndall College Carlow.

Thanks were extended to management, staff and Board of Management of the school for their ongoing work and the recommendations of the report will form part of the school's work programme for the coming years.

- **A Pop-up briefing for Lead Worker Representatives and Principals took place on Monday 14 December** - this included updates with respect to COVID 19:
- **Child Safeguarding and Oversight training for Board of Management Members** - A training module took place on 26 November. The training focused on the role of the board with respect to Child Safeguarding and Oversight. This was a virtual programme delivered through Zoom and 87 attended.
- **ETHOS Co-ordinator** – KCETB has appointed an Ethos Co-ordinator to promote the characteristic spirit and core values within our ETB schools. Training for Ethos Co-ordinators is being rolled out by ETBI this term. The ethos co-ordinator will work with staff in schools next year to embed these core values.
- **Virtual Professional Learning Event for Guidance Counsellors** - This collaborative event with schools and further education and training in KCETB took place on 15 December. This event was an opportunity for our guidance counsellors to receive up-to-date information regarding progression options in the south east region for students/adult learners.
- **Certificate in Restorative Practice.**  
This online programme will commence on 20 January 2021 and is a collaboration between Kilkenny and Carlow ETB and the Institute of Technology Carlow. This programme requires participants to engage around the core principles of implementing restorative practice at school level.
- **Minor Works** - The Department has issued a minor works grant for schools to plan for the 2021/22 academic year and have requested schools to consider the following when planning for the school year 2021/22:
  - strengthening the arrangements for maximising the capacity of existing school buildings to cater for physical distancing requirements in the current school year and to assist with catering for requirements for the 2021/22 school year;
  - enhancing ventilation in classrooms, for example enabling permanent ventilation openings through vent in a wall or in window frame(s) where not currently available in a classroom;
  - adapting toilet areas;

- adapting storage facilities;
  - purchasing furniture and equipment;
  - short-term rental of additional space.
- **Finance Guidelines** - A briefing on KCETB Financial Guidelines took place on 10 December for school principals.

### 6.3 Further Education and Training

Director of FET Martha Bolger, presented the further education and training report.

#### Governance and Management:

- **DFHERIS** advised moving all provision and tuition online. Any onsite activity has to focus on activities that are not capable of being delivered through alternative means and are time-critical for learners during this period. FET programmes will primarily move to remote delivery and will only accommodate on-site delivery for any time critical practical elements that were already scheduled.
- Apprenticeship services (Phase 2), inclusive of the registration process, will be delivered online, with the primary focus on the theory element of the programme.
- Community Training Centres, Specific Training Programmes, adult, community education and literacy programmes will resume as scheduled with provision primarily online.
- **KCETB COVID 19 Response Plan:** Phase 2 Follow on Training and Q&A Session  
This updated briefing took place on 11 December.
- **Adult Safeguarding**  
A briefing was provided on the draft Adult Safeguarding Policy and Procedures. The HSE Final Draft Adult Safeguarding Policy 2019 is expected to be implemented in 2021 and FET managers and co-ordinators were briefed on the requirements.
- **Youthreach Compliance Visit:** DES Inspector visited Carlow Youthreach on 7 Dec last. It was found to fully compliant.
- **SOLAS Mitigating Educational Disadvantage:** KCETB responded to the open call for funding for Mitigating Educational Disadvantage. €8 million was made available for non-pay resources / initiatives. This fund is to assist community education providers to increase capacity and address the decline in participation of disadvantaged learners particularly those on literacy and basic skills programmes at NFQ levels 1 to 3. Applications recommended to SOLAS totaled €27,320.
- **ICT Devices:** Funding was granted by SOLAS in 2020 to purchase ICT devices for learners who did not have access to a computer / lap top or other device for learning. We have had four

phases of applications and all applicants received a device. We have an additional application phase running currently.

- **SOLAS 2021 Planning:** All programmes are currently being scheduled on the National Course Calendar / PLSS for 2021. All courses are available to view on [www.fetchcourses.ie](http://www.fetchcourses.ie)
- **Local Training Initiative Audit:** Following an audit of Local Training Initiatives in October and November of 2020, feedback was given by the IAU on Thursday 14 January. Recommendations will be implemented during 2021.
- **Audit & Risk Committee:** Director of FET attended the committee on 21 December and gave an update on the status of all audit recommendations relevant to FET.

#### **Teaching and Learning and Assessment:**

- **Apprenticeship:** 80 apprentices registered with Carlow IOT last week. The first number of weeks of their programme will be delivered online. On Monday 18 January, 28 Phase 2 Electrical Apprentices also commenced on line. Practical activity will resume once it is safe to do so.
- **Programme Delivery – QQI Awards needing Work Experience / Placement:** QQI has approved modifications in relation to a range of awards at NFQ Levels 4-6. Some awards which ordinarily require a practice placement in order to achieve the intended learning outcomes have been approved: 5M2768 Animal Care; 5M4468 Community Health Services; 5M2786 Community Care; 5M3782 Health Service Skills; 5M4732 Youth Work (The addition of Personal & Professional Development is necessary).
- Programme level modifications have also been agreed for a number of practice based awards: 5M4349 Nursing Studies; 4M2014 Early Childhood Care & Education; 5M2009 Early Childhood Care & Education and 6M2007 Early Childhood Care & Education.

#### **Co-ordination of Other Programmes**

- **KCETB Learner Forum:** Approximately 50 individual learners attended the KCETB Learner Forum events on Tuesday 12 January. This is an AONTAS KCETB learner forum and KCETB last hosted the AONTAS event in 2018. The purpose is for learners to share their voice and reflect on ways to improve FET.

The board extended thanks to all the management and staff of schools, centres, and services for continuation of and engagement in teaching and learning and all other services during the current pandemic.

### **6.4 Organisational Support and Development**

Liam Scott Director of OSD presented the OSD report.

## Human Resources

Application forms and circulars in relation to job-sharing, career break and transfer for teaching staff are being distributed to KCETB schools and centres. The closing date for receipt of application forms is on or before 01 February 2021 for teachers and on or before 01 March for SNAs.

## Corporate Services

No leases to be renewed at present

## Capital Projects

- **Grennan College, Thomastown**- Work on the new school extension commenced on 18 January 2021 and is to be completed by February 2022.
- **Borris Vocational School**- Construction of the extension is progressing and the project is scheduled for completion in March 2021. The time schedule is subject to COVID 19 risks relating to the construction sector.
- **Kilkenny Schools Campus** - Stage 2 of the project is progressing with detailed design specifications being prepared by the architects.
- **Abbey Community College** - Work on the summer works scheme project to upgrade electrical safety infrastructure is to be completed by mid-January 2021.
- **Gaol Road – Ormonde College of Further Education**- Design specifications for FET additional accommodation are currently being prepared and an application is with SOLAS.
- **Coláiste Mhuire, Johnstown**- Sanction for additional accommodation has been received from DES.
- **COVID 19 Minor works**- Additional funding has been provided to schools to facilitate ongoing service in line with public health advice during the COVID 19 pandemic.
- **Jonah Special School, Slieverue**- Work on the refurbishment of Jonah Special School commenced on 18 January 2021.
- **Energy Management**- Energy and Carbon Management will become a major part of the KCETB work programme and a partnership agreement with SEAI will be required. The work programme will be based on a technical assessment of the work which is required at each school. A design framework will then be developed and agreement for proposals sought from both DES and SEAI
- **Disability Access**- A major project to identify access issues will be required shortly. Compliance is required by 1 Jan 2022.

## Finance

The income and expenditure reports for October and November 2020 were presented.

### **Overdraft Facility:**

At its meeting on the 17 November 2020, the board considered the Chief Executive's proposal to seek consent of the Minister for Education & Skills to approve continuation of its overdraft facility. Sanction has been received from the Department of Education & Skills for an overdraft of €2,000,000 covering the period 7 December 2020 to 6 December 2021. Under Section 49 of the Education and Training Boards Act 2013, having regard to the directions of the Minister, the Chief Executive now requests the Board to accept the proposal.

## **7. Risk Management**

Chief Risk Officer, Liam Scott presented the Risk Management Report.

### **KCETB Business Continuity and Response Plans**

- KCETB Business Continuity Management Team and Business Continuity Plan Committees meet regularly to manage the process with the most recent meeting on Friday 8 January 2021.
- Frontline staff are working in the workplace with other staff working remotely and granted access to the workplace when the service requires their physical presence.

### **Risk Registers**

- A Covid-19 Register has been developed to complement the Risk Register during the Covid-19 pandemic.
- Recommendations from the Corporate, OSD, Schools and FET Risk Register Sub-Committees for no amendments were accepted by the ARC meeting on 21 December 2020.

### **Policy Compliance Audit**

- A management response to the draft IAU-ETBI Audit on Policy Compliance has been submitted and work will commence on the recommendations.

### **LTI Audits**

- The IAU – ETBI are conducting an audit on Service Level Agreements for Local Training Initiatives. A financial liability in respect of an LTI programme has been discussed with the IAU with the appropriate notifications made regarding this. We are engaging with the sponsoring group in regard to same.

### **Brexit**

- The impact on KCETB is being monitored at present.

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

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

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

Ger Frisby confirmed no ETBI Reserve forum meeting took place since the last meeting of the Board.

#### **9. (c) Report from Finance Committee**

A meeting of the KCETB Finance Committee was held via MS Teams on 15 December 2020 at 4.30pm, the committee's activities included:

- Risk Management
- Executive Report
  - Capital Projects Report
  - Contracts in excess of €50,000
  - Income & Expenditure Reports

The next committee meeting is scheduled for Tuesday 16 February 2021 at 4.30 via MS Teams.

#### **9. (d) Report from Audit and Risk Committee**

A meeting of the Audit and Risk Committee took place on Monday 21 December at 4.30 pm via MS Teams, the committee's activities included;

- Risk Management Report
- Review of Risk Management Policy
- Review of Risk Management Implementation Plan
- Review of ARC Terms of Reference
- FET Audit Register – Section 5 of IAU Report Dec 2020

The next committee meeting is scheduled for Tuesday 26 January at 4.30pm via MS teams.

#### **10. Matters for approval or confirmation by the Board**

##### ***190121 – KCETB 01 Minutes of previous meeting(s)***

Adopt the recorded minutes of the meeting held on 17 November 2020. The minutes will be published online.

Correspondence received and noted.

##### ***190121– KCETB 02 Chief Executive's Report***

For adoption/approval/noting

##### ***190121- KCETB 03 Nominations to Governing Body Carlow IT***

For approval

##### ***190121 – KCETB 03 Corporate Services***

Approve leases (no leases at this meeting)

**190121 – KCETB 04 Finance- Overdraft Facility/ EFT facility**

For approval

**190121– KCETB 05 Risk Management**

For approval/adoption/noting

**190121 – KCETB 06 Report of Committees**

For confirmation/ adoption – Audit and Risk Committee, Finance Committee

For information – BOM minutes

Unless stated previously the above items were adopted by the Board as proposed by Fidelis Doherty, seconded by Clare Ryan and agreed.

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

**11. Date of next meeting**

Tuesday 23 February at 3.30pm via MS Teams.

Signed:



Date:

23/2/21