



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



Kilkenny and Carlow Education and Training Board
Minutes
02 May 2019

Date: 02 May 2019
Time: 3.30pm
Venue: Carlow County Council Chamber, Athy Road, Carlow

Attendance: Gerard Brophy, Fergal Browne, Mary Hilda Cavanagh, Peter Cleere, Andrea Dalton, Fidelis Doherty, Ger Frisby, Karen Hennessy, Richie Manogue, Caitlín Mhic Cárthaigh, Jenny O'Regan Byrne, Diarmuid Ó Sé, John Pender, Eleanor Reddy, Keith Shirley

Also in attendance: Chief Executive Eileen Curtis; Director of Organisation Support and Development Liam Scott; Director of Further Education and Training Martha Bolger, and Executive support Áine Murphy.

Peter Cleere (Chairperson) presided at the meeting

Apologies: Michael Daly, Matt Doran, Denis Foley, Breda Gardner, Joe Malone, Maurice Shortall

1. Conflict of Interest

At the start of the meeting, the Chair 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 were also extended to the debating team from Abbey Community College, on their success in the recent ETB debating competition. Luke Brennan a 3rd year apprentice with Autolaunch, Bagenalstown who won gold at the Ireland Skills Live in Plastic Dye Engineering and will now go on to represent Ireland in World Skills Kazan 2019.

3. Minutes of board meeting of 21 March 2019

The minutes of the meetings held on 21 March 2019 had been circulated to board members in advance (Document 190502 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Fidelis Doherty, seconded by Caitlin Mhic Cárthaigh and agreed. The minutes were recorded as a true record of the proceedings of the board meetings held on 21 March 2019.

4. Matters arising from minutes

No matters arising

5. Correspondence

Department of Education and Skills Circular Letters – to be implemented

- 0024/2019 – Revision of salaries in respect of certain staff (other than teachers and SNAs) employed by ETBs with effect from 1 April 2019
- 0027/2019 – Multi-annual Summer works scheme (SWS) 2020 onwards
- 0028/2019 – Arrangements for the election of staff to Education and Training Boards (2019)
- 0029/2019 – Prescribed material for the Junior Certificate/Junior Cycle Examination in 2021 and Leaving Certificate Examination in 2021

Other Departmental correspondence – for information

- Department of Education and Skills – Child Protection Procedures for Primary and Post – Primary Schools – confirmation that procedures are in place in Kilkenny and Carlow ETB

Other correspondence

- Email from IPB in relation to receipt of Capital Release
- SOLAS – FET Approved Funding 2019

6. Chief Executive's Report

Chief Executive Eileen Curtis delivered the Chief Executive's report.

6.1 Corporate Governance and Administration

Child Protection

Assurances were communicated to the DES from KCETB in respect of implementation of the Department's *Child Protection Procedures for Primary and Post-Primary Schools 2017*. Child Protection Oversight Report requirements of the procedures apply in full to all schools.

Training on the new procedures was provided to school personnel and board of management members in March 2018. Further training will be provided with the formation of new boards of management for schools in September.

IPB – AGM 3 May 2019

Ger Frisby was nominated to attend the AGM of IPB Insurance on the 3 May 2019 as proposed by John Pender, seconded by Mary Hilda Cavanagh and agreed.

Election of new KCETB Board

The CE outlined the process of formation of the new board of KCETB, as a result of the upcoming local elections. Board members were reminded that as per the Education and Training Boards Act 2013, 31 (8) a member of an education and training board holds office for a term ending on the date of the next post-election meeting of the board.

In this regard it was proposed by Peter Cleere, seconded by Fergal Browne and agreed, that the post-election meeting should be provisionally set for Thursday 25 July 2019. This is the earliest date the new board can meet following the elections.

Appreciation was extended from the executive to current board members for their attendance at meetings and for their diligence in ensuring that KCETB maintains the highest standards of transparency, governance and accountability. KCETB is indebted to all members for their interest in and support for the educational work of the ETB.

6.2 Schools

Chief Executive, Eileen Curtis presented the schools report.

Teaching and Learning

All schools are currently preparing for their end of year celebrations/exhibitions and the Junior Cycle and Leaving Certificate Examinations. Students and staff are congratulated on their efforts throughout the academic year. All students are wished well in their examinations and all students leaving school are wished well on their educational journey.

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

The Annual CPD Programme for Principals and Deputy Principals took place in March with a focus on teaching and learning and aspects of school management and leadership within the school community.

Inspection Reports

The following inspection reports have been received

- Coláiste Mhuire – Follow through Inspection of Irish
- Scoil Aireagail – MLL Report

The recommendations of the reports are being implemented by the schools.

Governance and Management of Schools

- Staff planning for the 2019/20 school year is ongoing.
The recruitment process for teaching positions for the 2019/20 academic year is about to commence.
- School Principals are currently undertaking their curricular planning and are identifying priorities for the 2019/20 academic year.
- Digital Strategy for Schools
A further tranche of the school grant has been received. The proposal for the 2019/20 academic year is to continue to promote digital learning in the classroom. The roll out of Office 365 is continuing with five training sessions with digital leaders complete. Additional funding has become available for schools under the Digital Strategy and each school has made direct application for a further grant.

- Tyndall College and Carlow Institute of Further Education
Planning for Tyndall College and Carlow Institute of Further Education is ongoing with particular focus on preparation for the 2019/20 academic year with increased numbers and the move to the new campus.

Coláiste Aindriú

Planning work is ongoing in the school with curricular planning for 2019/20 substantially complete. A further review of the timetable and staffing has taken place and is now complete in preparation for the next school year.

6.3 Further Education and Training

The Youth Employability Initiative was announced in October 2018 to provide funding from Dormant Accounts fund to fund voluntary youth services with the aim of improving the employability of young people. KCETB was approved funding to the value of €49,994, (Foróige Youth Skills, Kilkenny). This project is to help young people develop their personal and social competencies, preparing them for employment.

Generation Apprenticeship Competition Winners 2019: CDS Architectural Metalwork and Limerick and Clare ETB, Shannon Campus Team were crowned joint winners of the Generation Apprenticeship Competition in March.

Carlow apprentice Luke Brennan won Gold at the recent Ireland Skills Live competition and will now represent Ireland in the field of Plastic Dye Engineering in World Skills Kazan 2019 in August. He is a 3rd year apprentice with Autolaunch (Magna International), Bagenalstown, Co. Carlow.

Skills to Advance: KCETB is commencing its first offering of programmes under this initiative which is funded through SOLAS in the coming weeks; Professional Patisserie & Confectionary Services, Microsoft Office Specialist, Leadership and Management, and Train the Trainer.

Adult Literacy Research: Maynooth University researchers will visit Kilkenny and Carlow Adult Literacy services on Tuesday 7 May, in order to provide a contemporary picture of practices in place for inclusion of people with intellectual disabilities in KCETB Adult Literacy Services.

Jobs Week 2019: During Jobs Week 2019, KCETB participated in a series of events organised for DEASP clients to provide information on further education courses offered through KCETB.

Lone Parents Task Group: KCETB is represented on this group, its aim is to address the needs of lone parents living in County Kilkenny.

VTOS Kilkenny is hosting its annual series of exhibitions at McDonagh Junction, Kilkenny. Director of FET, Martha Bolger extended an invitation to all board members to attend the exhibitions.

Board members acknowledged the ongoing work of FET in the Carlow and Kilkenny region.

6.4 Organisational Support and Development

Director of Organisation Support and Development, Liam Scott presented the OSD report.

Human Resources

Kilkenny and Carlow ETB are currently in the process of recruiting a Director of Schools. It was also noted that for the first time since 2008, KCETB was recently in a position to recruit new staff on a permanent basis.

Corporate Services

Leases:

Property: Unit 5, Lorglenn Business Park, Hacketstown Road, Carlow

Renewal of Lease period: 01.05.19 – 31.05.19

Capital Projects

- 1. Coláiste Mhuire, Johnstown** – three new classrooms and ASD unit, existing temporary accommodation will be retained for increased enrolment numbers
- 2. Grennan College, Thomastown** – four classrooms, science room, tender and costings currently being prepared
- 3. Borris Vocational School** – contractor appointed and works started
- 4. Kilkenny Schools Campus** – tender submissions will be evaluated in May, project management consultancy services will be tendered shortly
- 5. Tyndall College/CIFET** – construction work ongoing, temporary accommodation is sanctioned by DES until the end of the academic year
- 6. Abbey Community College** – emergency roof works to be carried out during the school summer break
- 7. Duiske College, Graignamanagh** – sanction for emergency repairs have been submitted

8. Summer Works Project 2020 - DES is accepting technical reports for consideration under the Summer Works Project 2020

Ongoing building and provision of facilities at Coláiste Mhuire is highly complimented in the local area.

Finance

The income and expenditure report for March 2019 was presented.

7. Risk Management

Director of OSD, Liam Scott presented the Risk Management report

Code of Practice for the Governance of ETBs 2019

KCETB Code of Governance Action Plan

**Code of Practice for the Governance of Education and Training Boards 2019
Draft Information and Training Programme Schedule**

12-Mar-19	Implementation Process Workshop – KCETB Senior Management Briefing on the Code of Practice for the Governance of ETBs Briefing on Compliance Assessment Tool IPB
21-Mar-19	Copy of Code provided to all board members
02-Apr-19	Presentation on the Code of Practice for the Governance of ETBs ETBI Workshop for Chairpersons of ETBs and ETB Audit and Risk Committees
02-May-19	ETBI Corporate Services Group Briefing on the Code of Practice for the Governance of ETBs Briefing on Compliance Assessment Tool IPB
09-May-19	Senior Schools Management Team Briefing on the Code of Practice for the Governance of ETBs
10-Sep-19	Training Centre Managers Briefing on the Code of Practice for the Governance of ETBs Training on the Code of Practice for the Governance of ETBs
17-Sep-19	ETBI/DES Board of KCETB Senior Staff of KCETB Dissemination of Training on Code of Practice for the Governance of ETBs

08-Oct-19 Briefing from senior staff of KCETB to administrative staff

- The IAU conducted an audit of Procurement Service in KCETB. A closing audit meeting was attended, by the CE, DOSD, Head of Finance and Head of Corporate Services. The audit findings are being finalised and a management response will inform in the final audit report.
- KCETB Anti – Fraud and Corruption Policy was circulated to board members for noting. The policy applies to all KCETB employees, board members and non-employees. The policy is effective immediately.

8.1 Boards of Management

Minutes of Board of Managements were noted by the Board.

8.2 Report from ETBI Reserve Forum

Ger Frisby provided a report from the latest meeting of the ETBI Reserve Forum.

9. Matters for approval or confirmation by the Board

190502 – KCETB 01 Minutes of previous meeting

Adopt and recorded minutes of meeting held on 21 March 2019. These minutes will be published online.

Correspondence received and noted.

190502 – KCETB 02 Chief Executive's Report

For adoption

190502 – KCETB 03 Nominee to attend IPB AGM

For approval

190502 – KCETB 04 Corporate Services

Approve leases

190502 – KCETB 05 Finance

For approval

190502 – KCETB 05 Risk Management

For approval

Unless previously stated all of the above matters for adoption/approval were proposed by Mary Hilda Cavanagh, seconded by John Pender and agreed.

10. Any other business

Best wishes were extended to all students and learners for upcoming exams.

The Chair took the opportunity to thank both the executive team and previous executive teams for their transparency, support and co-operation in supporting and assisting the work of the board. The Chair commented on the great working partnership between the board, committees, executive team and all staff of KCETB.

Board members endorsed the comments of the Chair and acknowledged the level of dedication and commitment members have given to the board, particularly long-standing board members who have given great service to the board of KCETB and boards of management over the years.

Board members who are not returning were wished well in their retirement, as were the councillors standing for re-election.

The position of Chair upon formation of the new board will be a matter for the incoming board.

It was noted that while serving on the board of KCETB is a role of responsibility and accountability, it is also a privilege to support the provision of education in the Carlow and Kilkenny region.

On behalf of the executive team and staff of KCETB, the Chief Executive again thanked members for their engagement and support.

10. Date of next meeting

In line with the Education and Training Boards Act 2013, the post-election meeting must take no less than two months and no more than three months after elections – the post-election meeting was provisionally set for Thursday 25 July 2019.

Signed: 

Date: 3/9/19.

