



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



Kilkenny and Carlow Education and Training Board
Minutes
03 September 2019

Date: 03 September 2019
Time: 3.30pm
Venue: Seville Lodge, Callan Road, Kilkenny

Attendance: Fergal Browne, Mary Hilda Cavanagh, Peter Cleere, Deirdre Cullen, Andrea Dalton, Michael Delaney, Eamonn Doheny, Fidelis Doherty, Ger Frisby, Denis Hynes, Matthew Kenny, Richie Manogue, Caitlín Mhic Cárthaigh, Patrick O’Neill, Jenny O’Regan Byrne, 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 and Executive support Áine Murphy.

Apologies: Eileen Brophy, Laura Conheady, Brian O’Donoghue
Liam Scott, Director of Organisation Support and Development.

1. Conflict of Interest

At the start of the meeting, the Chief Executive 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. Election of Chairperson and Deputy Chairperson

As per schedule 3 (3) of the Education and Training Boards Act 2013, every education and training board shall elect one of its members to be chairperson of such a board. Peter Cleere was nominated and elected as Chair as proposed by Mary Hilda Cavanagh, seconded by Ger Frisby and agreed.

The Chair then took up his position and presided at the meeting. The Chair thanked the Board for their confidence in him as chair and indicated that he was looking forward to working with the board over the next number of years.

The Chair's first duty was to facilitate the election of a Deputy Chairperson as per Schedule 3(4) of the Education and Training Boards Act 2013. As proposed by Patrick O'Neill, seconded by Michael Delaney and agreed, Mary Hilda Cavanagh was nominated and elected as Deputy Chairperson.

The Board members and executive introduced themselves briefly to those present.

3. Condolences and congratulations

Condolences were extended to those recently bereaved.

4. Minutes of board meetings held on 02 May 2019 and 25 July 2019

The minutes of the meetings held on 02 May 2019 and 25 July 2019(x2) had been circulated to board members in advance (Document 190903 – 02/03/04). The minutes were taken as read. The minutes of the meetings were proposed by Ger Frisby, seconded by Mary Hilda Cavanagh and agreed. The minutes were recorded as a true record of the proceedings of the board meetings held on 02 May 2019 and 25 July 2019 (x2).

5. Matters arising from minutes

No matters arising

6. Correspondence

Department of Education and Skills Circular Letters – to be implemented

- 0030/2019 – Recruitment of Special Needs Assistants (SNAs)
- 0031/2019 – Diversification of foreign languages provision in the curriculum
- 0034/2019 – Revision of Capitation Grant Rates
- 0035/2019 – Changes to career break scheme for SNAs

- 0036/2019 – Access to PLC for certain participants in the asylum process
- 0037/2019 – Payment of the Special Educational Needs allowance
- 0038/2019 – Changes to the domestic subsistence rates effective from 1st July 2019 payable to staff of Education and Training Boards
- 0039/2019 – Changes to the Domestic subsistence rates effective from 1st July payable to members of ETBs and Statutory committees
- 0040/2019 – Fair processing notice – P-POD
- 0041/2019 – Revision of teacher salaries
- 0043/2019 – Home tuition Grant Scheme 2019/2020 – Special education component
- 0046/2019 – Revision of salaries for SNAs
- 0047/2019 – Revision of salaries – clerical officers and caretakers
- 0049/2019 – Revision of salaries – other staff
- 0050/2019 – Revision of salaries for all staff in ETBs
- 0051/2019 – Recruitment and appointment procedures for SNAs

Other Departmental correspondence – for information

- Department of Education and Skills – sanction received for continuation of EFT banking facilities
- Department of Education and Skills – publication of ETB Annual Report 2018

Other correspondence

- Office of Comptroller and Auditor General – audit of financial statements 2018

7. Chief Executive’s Report

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

The CE noted that as this was the first business meeting of the newly formed board, a number of additional items are included for discussion as part of the agenda.

7.1 Corporate Governance and Administration

Board Induction

- A Board Member Induction Pack, which is focused on many aspects of governance and risk, had been prepared and was presented to each Board member.
- Members were asked to reflect on the material and informed that an induction briefing would take place at the November board meeting.

- Board members were requested to sign a confirmation of receipt of the information to ensure compliance with KCETB's requirement to provide members with such information on their appointment.

Governance Training

A programme of governance training for Education and Training Boards is currently being developed by Crowe Ireland, an audit and business advisory firm. The programme is provided by the Department of Education and Skills and managed by ETBI.

The training focuses on Good Governance Practices to the Education and Training Board Sector in conjunction with the roll out of the Code of Practice for the Governance of Education and Training Boards 2019.

Training modules will be provided for the following groups in 2019:

- Chairpersons of ETB Boards
- Chief Executives
- Chairpersons of Finance Committees
- Chairpersons of Audit and Risk Committees
- Directors of Organisation Support and Development

Training for all board members will be conducted in each ETB region during the first six months of 2020.

Training will run on a workshop basis and focus on the practicalities of achieving governance responsibilities.

Governance Policies and Procedures

Approval of a number of documents for the functioning of the Board, which had been circulated to members prior to the meeting was taken as read.

The Board was asked to approve/note the following documentation:

- Terms of Reference for the Finance Committee
- Terms of Reference for the Audit and Risk Committee
- Standing Orders
- Code of Conduct for Board members
- Protected Disclosure Policy

The procedural documents were taken as read and approved as proposed by Mary Hilda Cavanagh, seconded by Deirdre Cullen and agreed.

Kilkenny Schools Campus: Land exchange with St. Kieran’s College, Kilkenny

It is proposed to exchange parcels of land with St. Kieran’s College, Kilkenny to facilitate the provision of a new secondary school and a new Gaelcholáiste in Kilkenny City.

Independent valuations on both sites have confirmed that they are of equal value.

Board approval to dispose of the land in question is required under Section 12 (2) (n) of the Education and Training Boards Act 2013 and Section 8 of the Code of Practice for the Governance of Education and Training Boards 2019.

Board approval to acquire the land in question is required under Section 12 (2) (n) of the Education and Training Boards Act 2013 and Section 8 of the Code of Practice for the Governance of Education and Training Boards 2019.

The Board approved KCETB to seek Ministerial approval for these transactions as proposed by Caitlín Mhic Cárthaigh, seconded by Mary Hilda Cavanagh and agreed.

Reconfiguration Report

The report was submitted to the DES as requested and notification has been received that the anticipated publication will take place in Q4, 2019.

Annual Report 2018

The 2018 Annual Report has been cleared for publication.

Annual Financial Statements

The audited financial statements for 2018 have been signed off by the C&AG. These can now be included in the Annual Report and published on the ETB website.

7.2 Schools

Director of Schools, Pauline Egan presented the schools report.

Teaching and Learning

- All schools and centres recommenced for the 2019/2020 academic year in late August.
- Leaving Certificate results were of a very high standard across schools and centres and staff are congratulated on their hard work.
- The Student of the Year Awards for 2018/2019 will take place on 6 September.
- Teaching and Learning Workshops – a series of workshops to enhance teaching and learning will continue during the academic year. Youthreach and VTOS staff are included in this training. The workshops focus on practical workshops to improve classroom teaching and learning.

Governance and Management of Schools

- Olivia Kennedy takes up the post of Acting Principal in Borris Vocational School for the academic year 2019/2020. An Acting Deputy principal will be appointed in due course.
- Training workshops are scheduled for Student Council members.
- 85 new teaching appointments have been made for the 2019/2020 academic year.
- Microsoft SharePoint is being rolled out across schools.
- Tyndall College and Carlow Institute of Further Education and Training began the new academic year in their state-of-the-art facilities.

Coláiste Aindriú

The focus continues to be on the recruitment of new students and on the promotion of the school in the local community. The Board also acknowledged the hard work by the staff of Coláiste Aindriú and KCETB in their commitment to increasing enrolment year on year.

The Board expressed their delight that the new campus in Carlow is open for the start of the academic year.

7.3 Further Education and Training

Director of Further Education and Training, Martha Bolger presented the FET report.

KCETB was awarded capital funding for the following projects (funded by DCYA):

- Carlow Regional Youth Service
- Ossory Youth

The Tullow Youth Project was launched, led by Carlow Regional Youth Services, the project is funded through KCETB by DCYA.

KCETB participated in a DEASP INTREO Employer Briefing in August, a national event for employers to demonstrate INTREO services.

Skills to Advance (run through Training Services) currently have a number of programmes running, as part of the SOLAS Employee Development Strategy – “Supporting Working Lives and Enterprise Growth in Ireland”

KCETB attended the IVERK Show to promote the availability of courses and will attend the National Ploughing Championships.

QQI visited KCETB in May, the visit provided the opportunity for positive engagement since the formal re-engagement with QQI in 2018.

It is intended that learners who wished to take part in cancelled outreach programmes will be facilitated on other programmes.

It was clarified to the Board that the PLSS form is a requirement of SOLAS and DES, concerns regarding the form will be relayed to SOLAS.

7.4 Organisational Support and Development

The Chief Executive, Eileen Curtis presented the OSD report.

Human Resources

Appointments;

Pauline Egan has been appointed as Director of Schools

Alan Costello has been appointed as Principal, Coláiste Eoin, Hacketstown

Corporate Services

Renewal of Lease:

Property: 1b Meadowcourt, Burrin St., Carlow – BTEI Carlow

Renewal of lease: Period of cover 01.12.19 – 30.11.20

Capital Projects

1. **Coláiste Mhuire, Johnstown** – new classrooms, ASD Unit, traffic arrangements will be operative by the end of September. An application under the Summer Works Scheme is pending.
2. **Grennan College, Thomastown** – design for additional accommodation is agreed, costings have been procured, sanction for an enhanced project is sought from the Department.
3. **Borris Vocational School** – building works ongoing, application to retain temporary accommodation has been approved by the Department.
4. **Tyndall College/CIFET** – Both have moved to new accommodation at the KCETB Carlow Campus.
5. **Abbey Community College** – emergency roof works ongoing, application under the Summer Works Scheme is pending.
6. **Scoil Aireagail, Ballyhale** – application for upgrading the electrical system under the Summer Works Scheme is pending.
7. **Coláiste Cois Siúire, Mooncoin** – an application for roof repairs under the Summer Works Scheme is pending.
8. **Coláiste Eoin, Hacketstown** – an application for roof repairs under the Summer Works Scheme is pending.
9. **Duiske College, Graignamanagh** – reconditioning of prefabricated buildings is complete, discussions regarding future accommodation requirements are ongoing with the Department.
10. **Kilkenny Schools Campus** – Project Design Team appointed, Board approval for transfer of lands was sought at the meeting

Finance

The Income and Expenditure reports for May, June and July 2019 were presented.

8. Risk Management

The committees below were appointed, with written Terms of Reference approved for the committees. Two meetings of these committees will take place before year end, in compliance with the Code of Practice for the Governance of ETBs 2019.

KCETB Governance Committees

- i. Audit and Risk Committee
- ii. Finance Committee

Kilkenny and Carlow ETB advertised for expressions of interest in being an external member of both committees. Advertisements were placed in the Carlow Nationalist, Kilkenny People, Kilkenny Reporter and on KCLR in July. The closing date was Monday 29 July 2019.

KCETB Risk Registers

KCETB has modified the Risk Registers to comply with current Governance requirements including the Code of Practice for the Governance of ETBs 2019.

It is intended that the modified Risk Registers will be iterative working documents which facilitate Risk Management on an ongoing basis. Consultation is presently taking place with senior management in each ETB pillar and the revised Risk Registers will be presented to the Audit and Risk Committee and KCETB Board at the earliest opportunity.

9. Appointment of members to KCETB Committees, Boards of Management and external bodies.

The Board appointed its representatives to the Finance Committee, Audit and Risk Committee, Boards of Management and external bodies. Details of appointment are outlined in appendix 1.

Members of the Board highlighted the constraint on budgets in schools and centres. It was confirmed that budgets for the current year had been allocated in line with DES guidelines.

10. Nominees to attend ETBI Conference

ETBI Annual Conference will take place on Wednesday and Thursday 25-26 September 2019 in the Sheraton Athlone Hotel, the following delegates were nominated to attend;

1. Michael Delaney
2. Mary Hilda Cavanagh
3. Fidelis Doherty
4. Ger Frisby
5. Deirdre Cullen
6. Peter Cleere

KCETB pays the delegate fee and reimburses travel expenses at the usual rate for Board members attending.

The nominations were proposed by Fergal Browne, seconded by Patrick O'Neill and agreed.

11. (a) Minutes and reports of Committees and Boards of Management

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

11. (b) Report from ETBI Reserve Forum

Ger Frisby confirmed that the ETBI Reserve Forum had not met since the last Board meeting.

12. Matters for approval or confirmation by the Board

190903 – KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of meetings held on 02 May 19 and 25 July 2019. These minutes will be published online.

Correspondence received and noted.

190903 – KCETB 02 Chief Executive's Report

For adoption/approval

190903 – KCETB 04 Transfer of Land

For approval

190903 – KCETB 05 Corporate Services

Approve leases

190903 – KCETB 05 Finance

For approval

190903 – KCETB 06 Risk Management

For approval/noting

190904 – KCETB 07 Appointment of members to KCETB Committees, BOMs and external bodies

For approval

190905 – KCETB 08 Delegates to ETBI Conference

For approval

Unless previously stated, the above items were approved, as proposed by Fergal Browne, seconded by Denis Hynes and agreed.

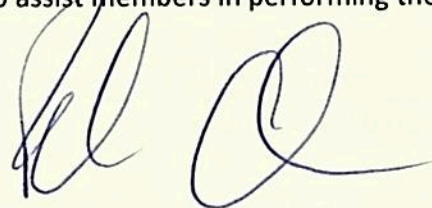
13. Date of next meeting

The next meeting will take place on Tuesday 19 November 2019 at a Carlow venue.

14. Any other business

The Chief Executive and Chair stressed that the first board meeting for new members can be daunting but the executive is more than willing to provide assistance, advice and clarification on any matters discussed. Training for all members will be provided by both KCETB and third parties over the coming months to assist members in performing their role effectively.

Signed:



Date:

19/11/19

Appendix 1 – Details of appointments to BOM and external boards

Committees of Kilkenny and Carlow Education and Training Board

Audit and Risk Committee			
Appointed	Proposed:	Seconded:	Agreed
1) Mary Brennan (external)	Mary Hilda Cavanagh	Fergal Browne	Yes
2) PJ Leonard (external)	Ger Frisby	Mary Hilda Cavanagh	
3) Ger Mulvey (external)	Ger Frisby	Mary Hilda Cavanagh	
4) Patrick O'Neill	Ger Frisby	Mary Hilda Cavanagh	
5) Michael Delaney	Ger Frisby	Mary Hilda Cavanagh	
6) Denis Hynes	Peter Cleere	Mary Hilda Cavanagh	
Finance Committee			
Appointed	Proposed:	Seconded:	Agreed
1) Mary Brennan (external)	Mary Hilda Cavanagh	Fergal Browne	Yes
2) Sadie Ahern (external)	Ger Frisby	Mary Hilda Cavanagh	
3) Edward Holohan (external)	Ger Frisby	Mary Hilda Cavanagh	
4) Mary Hilda Cavanagh	Ger Frisby	Patrick O'Neill	
5) Peter Cleere	Ger Frisby	Patrick O'Neill	
6) Deirdre Cullen	Ger Frisby	Patrick O'Neill	

School Boards of Management

Abbey Community College, Ferrybank			
1) Ger Frisby 2) Matthew Kenny	Proposed Michael Delaney Ger Frisby	Seconded Mary Hilda Cavanagh Mary Hilda Cavanagh	Agreed Yes
Borris Vocational School, Borris			
1) Denis Hynes 2) Peter Cleere	Proposed Ger Frisby	Seconded Mary Hilda Cavanagh	Agreed Yes
Carlow Institute of Further Education and Training			
1) Laura Conheady 2) Andrea Dalton 3) Adrienne Wallace	Proposed Mary Hilda Cavanagh	Seconded Ger Frisby	Agreed Yes
Coláiste Aindriú, Bagenalstown			
1) Denis Hynes 2) Adrienne Wallace	Proposed Ger Frisby	Seconded Mary Hilda Cavanagh	Agreed Yes
Coláiste Cois Siúire, Mooncoin			
1) Fidelis Doherty 2) Ger Frisby 3) Matthew Kenny	Proposed Mary Hilda Cavanagh	Seconded Michael Delaney	Agreed Yes
Coláiste Eoin, Hacketstown			
1) Brian O'Donoghue 2) Jenny O'Regan Byrne	Proposed Adrienne Wallace Peter Cleere	Seconded Andrea Dalton Fergal Browne	Agreed Yes

Coláiste Mhuire, Johnstown			
1) Mary Hilda Cavanagh 2) Michael Delaney 3) Denis Hynes	Proposed Ger Frisby	Seconded Patrick O'Neill	Agreed Yes
Coláiste Pobail Osraí, Kilkenny			
1) Caitlín Mhic Cárthaigh 2) Patrick O'Neill	Proposed Ger Frisby Mary Hilda Cavanagh	Seconded Mary Hilda Cavanagh Deirdre Cullen	Agreed Yes
Duiske College, Graignamanagh			
1) Deirdre Cullen 2) Patrick O'Neill 3) Peter Cleere	Proposed Ger Frisby	Seconded Mary Hilda Cavanagh	Agreed Yes
Gaelcholáiste Cheatharlach, Carlow			
1) Caitlín Mhic Cárthaigh 2) Fergal Browne	Proposed Mary Hilda Cavanagh	Seconded Ger Frisby	Agreed Yes
Grennan College, Thomastown			
1) Deirdre Cullen 2) Peter Cleere 3) Patrick O'Neill	Proposed Ger Frisby	Seconded Adrienne Wallace	Agreed Yes
Kilkenny City Vocational School, Kilkenny			
1) Deirdre Cullen 2) Noel Phelan	Proposed Ger Frisby	Seconded Mary Hilda Cavanagh	Agreed Yes
Ormonde College of Further Education, Kilkenny			

1) Patrick O'Neill 2) Peter Cleere	Proposed Deirdre Cullen	Seconded Ger Frisby	Agreed Yes
Scoil Aireagail, Ballyhale			
1) Fidelis Doherty 2) Patrick O'Neill 3) Deirdre Cullen	Proposed Mary Hilda Cavanagh	Seconded Ger Frisby	Agreed Yes
Tyndall College, Carlow			
1) Andrea Dalton 2) Fergal Browne	Proposed Ger Frisby	Seconded Mary Hilda Cavanagh	Agreed Yes

Music Generation Carlow			
1) Fergal Browne	Proposed Andrea Dalton	Seconded Adrienne Wallace	Agreed Yes
Music Generation Kilkenny			
1) Peter Cleere 2) Deirdre Cullen	Proposed Ger Frisby	Seconded Mary Hilda Cavanagh	Agreed Yes
Youthreach			
1) Adrienne Wallace	Proposed Ger Frisby	Seconded Fergal Browne	Agreed Yes
VTOS			
1) Andrea Dalton	Proposed Ger Frisby	Seconded Adrienne Wallace	Agreed Yes
QQI Quality overarching Committee			
1) Fidelis Doherty	Proposed Mary Hilda Cavanagh	Seconded Ger Frisby	Agreed Yes

Other bodies

IPB Insurance			
1) Ger Frisby	Proposed Mary Hilda Cavanagh	Seconded Fergal Browne	Agreed Yes
ETBI Reserve Members Forum			
1) Ger Frisby	Proposed Mary Hilda Cavanagh	Seconded Michael Delaney	Agreed Yes
Tullow Community School			
1) Pauline Egan 2) Brian O'Donoghue 3) Jenny O'Regan Byrne	Proposed Andrea Dalton	Seconded Fergal Browne	Agreed Yes
Castlecomer Community School			
1) Eileen Curtis 2) Michael Delaney 3) Mary Hilda Cavanagh	Proposed Ger Frisby	Seconded Patrick O'Neill	Agreed Yes
Jonah Special School, Slieverue			
1) Fidelis Doherty	Proposed Ger Frisby	Seconded Patrick O'Neill	Agreed Yes

