



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



Kilkenny and Carlow Education and Training Board Minutes 04 October 2018

Date: 4 October 2018

Venue: Council Chamber, Carlow County Council, Athy Road, Carlow

Attendance: Fergal Browne, Jenny O' Regan Byrne, Mary Hilda Cavanagh, Peter Cleere, Andrea Dalton, Michael Daly, Fidelis Doherty, Denis Foley, Ger Frisby, Breda Gardner, Karen Hennessy, Joe Malone, Caitlín Mhic Cárthaigh, Diarmuid Ó Sé, John Pender, Eleanor Reddy, Keith Shirley, Maurice Shortall.

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

Peter Cleere (Chair) presided at the meeting.

Apologies: Gerard Brophy, Matt Doran and Richie Manogue

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 (2015) 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.

1. Condolences and Congratulations

Condolences to Condolences were extended to those recently bereaved.

Congratulations: To all examination students on their results

2. Minutes of Board Meeting of 5 July 2018

The minutes of the meeting held on 5 July 2018 had been circulated to Board members in advance (Document 181004-02). The minutes were taken as read. Proposed by Fidelis Doherty and seconded by Breda Gardner and agreed, the minutes were adopted as a true record of the proceedings of the Board meeting held on 5 July 2018.

3. Matters arising from minutes

The Chief Executive explained that the protocol agreed between the Department of Education and Skills (DES) and the Bishops' Conference stated that all ETBs' Schools Reconfiguration reports would be published by DES together. Therefore KCETB was not in a position to circulate the report to Board members in advance of the meeting. KCETB's report will be submitted to DES on 5 October 2018.

4. Correspondence

Department of Education and Skills Circular Letters – to be implemented

- 0043/2018 – Best practice guidance for post primary schools – provision of wellbeing programmes
- 0045/2018 – HSE Post-Primary School Vaccination Programme 2018/2019
- 0046/2018 – Home Tuition Grand Scheme 2018/2019
- 0047/2018 – Arrangements for the Election of Staff to Education and Training Boards (2018)
- 0052/2018 – Statistical Returns in respect of part-time courses in ETB schools/colleges
- 0053/2018 – Revision of Salaries for SNAs
- 0054/2018 – Revision of Salaries for Clerical officers and caretakers under 1978/79 Scheme
- 0056/2018 – Revision of Salaries for all staff other than teachers and SNAs
- 0057/2018 – Revision of Salaries of all staff paid directly by a recognised school
- 0060/2018 – Breastfeeding breaks for registered teachers
- 0061/2018 – Guidelines on access to PLC for certain participants in the asylum process

Other Departmental correspondence – for information

- Acknowledgement of receipt of Irish version KCETB Strategy Statement
- Letter from Office of Secretary General re publication of Section 40 report on KWETB (received 4 October); the Chief Executive will report to the board at the next meeting.

5. Annual Report 2017-2018

A draft of Kilkenny and Carlow ETB's Annual Report 2017-2018 was circulated to board members. Board members were asked to review the draft and submit any suggested amendments and observations. The Chief Executive thanked the executive team for their commitment and achievement of the strategic goals outlined in KCETB's strategy statement.

The Chair and Board members commented on the range and scale of KCETB's achievements as documented in the report; they also acknowledged the work that goes into the production of the annual report.

The draft Annual Report 2017-2018 was approved, subject to any necessary edits or amendments; proposed by Maurice Shortall, seconded by Fergal Browne and agreed.

6. Scéim Teanga 2018-2021

Director of Schools Eileen Curtis circulated copies of the Scéim Teanga 2018-2021, outlining KCETB's commitment and objectives in relation to the Irish language for the period from 29 October 2018. It is a requirement in legislation for each public body to produce a Scéim Teanga.

Congratulations were extended from the board for the Scéim Teanga 2018-2021; as proposed by Caitlín Mhic Cárthaigh, seconded by Denis Foley and agreed, the Scéim Teanga 2018-2021 was adopted by the board.

7. Chief Executive's Report

The Chief Executive Cynthia Deane delivered the Chief Executive's Report.

7.1 Corporate Governance and Administration

Audit Report: Effectiveness of IT system and network availability controls

KCETB Audit Committee has discussed a report on the effectiveness of IT system and network availability controls. The review was commissioned by the ETB Internal Audit Unit and has produced a qualified audit opinion. The report and management response were considered by the Audit Committee. The Committee agreed that the issues raised present a risk to KCETB and warrant further attention at both Audit Committee and board level.

Audits are being carried out nationally and it is understood that similar opinion findings will present across the sector; it is envisaged that all ETBs will work together with the support of ETBI to address the issues arising.

It is incumbent upon KCETB to address the matter internally; agreement will be required at national level to ensure appropriate ICT systems and human resources are available in the ETB sector.

The Audit Committee noted the contents of the report and is to consider the matter further at the next meeting. In the interim, the chair of the Audit Committee will discuss the findings with the internal auditor.

Schools Reconfiguration for Diversity (primary schools)

The report of the identification phase is now complete; KCETB held two meetings with the Bishop of Kildare and Leighlin to discuss. The Bishop is patron of the majority of primary schools in the area surveyed.

The survey of pre-school parents in the Tullow area showed that 26% of those who responded said they would choose a non-denominational or multi-denominational primary school for their children if there were one in the area. The patron has indicated that the findings of the survey suggest there needs to be further reflection on how best to proceed in the Tullow area.

KCETB will send the report to the Department, which will publish the reports from all ETBs within the coming months. The Department will then work with the patrons to move towards the implementation phase, in areas where the patrons are willing to reconfigure the patronage of primary schools.

KCETB building in Slieverue (former Vocational School)

The Chief Executive briefed the Board on matters related to the leasing of the KCETB premises in Slieverue (former Vocational School).

Because of a conflict of interest, Cllr. Ger Frisby left the meeting while the Board discussed this matter.

The former Slieverue Vocational School building is owned by Kilkenny and Carlow ETB. There are two groups that have expressed an interest in leasing the building from the ETB: Jonah Special School and Slieverue Community Resource Centre Company.

Following discussion, the Board agreed that the KCETB Chair and members of the executive would meet with representatives of both parties with a view to arriving at a solution, which will then be brought to the November Board meeting for approval.

7.2 Schools

Eileen Curtis, Director, presented the Schools report.

Teaching and Learning

- All schools and centres recommenced for the 2018/19 academic year in late August.
- Junior and Leaving Certificate results were of a very high standard across schools and centres and students and staff are congratulated on their hard work.
- The Student of the Year Awards for 2017/2018 were presented on Friday, 7 September to one student from each school.
- Teaching and Learning Workshops
A series of teaching and learning workshops took place for teachers, with a focus on supporting the use of new teaching methodologies in schools. The first of these sessions took place on 26 September; 53 teachers from all schools attended. An introductory coaching session to support the roll-out of this initiative at school level took place on 27 September; 25 teachers attended.

Inspection Reports

The following inspection reports have been received:

- Subject Inspection on Social Personal and Health Education (SPHE) – Coláiste Pobail Osrai, Kilkenny

The recommendations of the report are being implemented by the school.

- Whole School Evaluation (Management, Leadership and Learning) - Colaiste Mhuire, Johnstown

Thanks are extended to the 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 work programme for the next number of years.

Governance and Management of Schools

- A new Principal has been appointed to Coláiste Cois Siuire, Mooncoin, with the appointment effective from September 2018
- Two training workshops for Student Council members took place on 17 and 18 September in both Kilkenny and Carlow. 124 students attended.
- As part of the Digital Strategy for Schools, the focus this year will be on the roll-out of Microsoft SharePoint (and Associated Office 365 Services). An introductory training session was held on 28 August for all schools; 32 teachers attended the workshop.
- Ninety new teaching appointments have been made for the 2018/19 academic year.

The enrolment figures for 2018/19 for mainstream and PLC student enrolments were presented to the board.

Coláiste Aindriú

The enrolment for first year for the 2018/19 academic year is 9 students. The overall enrolment is 71. The revised timetable is operating well at school level. The concentration in the period ahead will be on recruitment of new students and on promotion of the school in the local community.

New nominee for Board of Management – Lorraine Ryan – Parent Nominee

Board members noted the difficulty in recruiting Home Economics teachers; it was noted that this is national issue and not unique to KCETB.

7.3 Further Education and Training

Martha Bolger, Director, presented the FET report.

Apprenticeship Phase 2 Update: A second round of phase 2 apprentices will start on 5 November 2018. This intake will see 28 apprentices from around the region complete this phase. Also commencing will be the first intake of 16 Commis Chef Apprentices. This is a new Apprenticeship at Level 6 and is run in collaboration with Kerry ETB. Twelve hotels and restaurants in Kilkenny and Carlow have committed to releasing and supporting staff.

The SOLAS Employee Development Strategy “*Skills to Advance: Supporting Working Lives and Enterprise Growth in Ireland*” was launched on 11 September. It is proposed that 40,000 people who are already in employment will receive training over the next couple of years, particularly those who have lower skill levels and who are working in sectors that are undergoing change. KCETB will apply to SOLAS with proposals for training as part of its 2019 programme plans.

GDPR Training is ongoing for tutors across all adult education programmes.

Youthreach Carlow participated in the X-HALE smoking cessation project in conjunction with Carlow Regional Youth Services and were shortlisted for the national final in July 2018.

Youthreach Safeguarding Children Inspection Pilot. This pilot is looking to review and refine the model used in second level schools for implementation in Youthreach centres. On 24 and 25 September, two DES inspectors came to review Youthreach Kilkenny. Arising from this inspection, the ETB must formally approve the Designated Liaison Persons. The designated persons for Youthreach are: Kilkenny – Michelle Murphy and Aishling Knight; Carlow – Martina Osborne and Mary Kelly.

Adult Learning Services: During Summer 2018, NALA put out a call for learners in ETB Adult Learning Services to take part in a new advertising campaign to highlight the availability of adult learning services nationally. A learner with Carlow Adult Learning Services was selected as one of the learners who would feature in the new advertising campaign. NALA attended the Adult Learning Centre in Carlow during July 2018 to film. The completed advertisement went live online on International Literacy Day in September 2018. Since then, the learner has been on KCLR, Kilkenny People, Carlow People and the Ryan Tubridy Show.

Music Generation Kilkenny: Interviews will take place for the Music Development Officer post later this month. The programme will be planned in the period from January to August 2019, with a view to starting activity in September 2019.

KCETB has submitted an application to Creative Ireland as part of the **Local Creative Youth Partnership**. This is a proposal for a pilot initiative under the national Creative Youth Plan, which aims to establish a network in the KCETB area to foster collaboration and information-sharing between local youth service providers.

7.4 Organisational Support and Development

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

Human Resources

Kilkenny and Carlow ETB has made the following appointments:

- Linda O'Brien – Assistant Principal Officer, Head of Finance and Administration
- Christine McGrath – Assistant Principal Officer, Head of Human Resources
- Colette Duggan – Assistant Head of Corporate Services and Compliance Officer (Temporary Acting)
- Conor Power – Principal – Coláiste Cois Siúire
- Gary Morahan - Deputy Principal (Acting) – Coláiste Cois Siúire
- Gavin Barr – Music Development Officer (Acting) Music Generation Carlow.

Staff training

- GDPR training has been provided across KCETB including departments, schools and centres
- Administration staff attended competency-based interview training. Participation and feedback has been very positive.

Corporate Services

Leases due for renewal

- 1) Recreational area at Scoil Aireagail, Ballyhale, Co. Kilkenny, 21.10.18 – 20.10.23
- 2) PLC Premises at Hacketstown Road Carlow; 01.09.18-21.12.18

New leases for approval

- 1) Units K&L, Kilkenny Industrial & Business Park, Purcellsinch, Dublin Road, Kilkenny, 01.09.18-31.08.23

Capital Projects

Updates were given on the following Capital Projects;

- **Coláiste Mhuire, Johnstown** – new classrooms, ASD unit, temporary classrooms and new roadway
- **Grennan College, Thomastown** – electrical system and roof repairs, sanction for additional accommodation has been received from DES
- **Borris Vocational School** – new classrooms and ASD units sanctioned. Emergency pipe/boiler upgrades have been approved and will start shortly
- **Ormonde College of Further Education** – PLC art facility at Gaol Road completed and courses started
- **Training Services Facility** – construction completed, apprenticeship training to commence in November 2018
- **Tyndall College/CIFET**- discussion regarding progression of project ongoing. Contingency plans in place for September 2018; six temporary classrooms provided
- **Abbey Community College** – emergency roof works approved
- **Duiske College, Graiguenamanagh** – technical report being prepared for emergency roof works.

It was noted that ETBI has made representations to the DES in relation to the capitation grants for schools, on behalf of all ETBs; KCETB made pre-budget submission to ETBI, including the matter of capitation grants.

Finance

The Income and Expenditure reports, June, July and August 2018 were presented.

8. Boards of Management

Minutes of meetings of committee(s) including school Boards of Management were presented to the board for confirmation.

On the proposition of Maurice Shortall, seconded by Fergal Browne and agreed, minutes were approved.

Report from Finance Committee

Denis Foley, Chair of Kilkenny and Carlow ETB Finance Committee presented the Committee's report.

The Finance Committee met on 1 October 2018 and reviewed the following;

1. Capital Projects Report
2. Expenditure Reports for June, July and August 2018
3. Contracts in excess of €50,000

Report from ETBI Reserve Forum

Ger Frisby gave a report on the ETBI Reserve Forum and reported to the board on appropriate matters. Congratulations were extended to Nessa White, General Secretary and ETBI on the recent Annual Conference.

Matters for approval or confirmation by the Board

181004 – KCETB 01 Minutes of Meeting

Adopt recorded minutes of meeting held on 5 July 2018. These minutes will be published online.

181004 – KCETB 02 Annual Report

Approve draft of Annual Report 2017-2018

181004 – KCETB 03 Scéim Teanga 2018-2021

For approval

181004 – KCETB 04 Chief Executive's Report

For adoption

181004 – KCETB 05 Corporate Services

Approve leases

181004 – KCETB 06 Finance

Approve Finance Committee report

Unless previously stated, all matters were approved/adopted as proposed by Keith Shirley, seconded by Fergal Browne and agreed.

10. Next Meeting

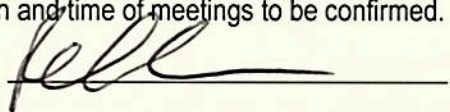
The next meeting is scheduled for Thursday 15 November 2018 in Kilkenny. Dates for meetings during the coming year were also agreed, as proposed by Mary Hilda Cavanagh and seconded by Joe Malone:

15 November 2018, Kilkenny;

2019: 17 January, Carlow; 21 March, Kilkenny; 16 May, Carlow; 18 July, Kilkenny.

Location and time of meetings to be confirmed.

Signed: _____



Date: _____

15/11/18