



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



Kilkenny and Carlow Education and Training Board Minutes 5 July 2018

Date: 5 July 2018

Venue: Heritage Council Head Quarters, Church Lane, Kilkenny

Attendance: Gerard Brophy, Fergal Browne, Mary Hilda Cavanagh, Michael Daly, Fidelis Doherty, Matt Doran, 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.

Matt Doran (vice-chair) presided at the meeting

Apologies: Peter Cleere, Andrea Dalton, Denis Foley, Richie Manogue, Jenny O'Regan Byrne.

1. Condolences and Congratulations

Condolences to Condolences were extended to those recently bereaved.

Congratulations:

2. Minutes of Board Meeting of 18 January 2018

The minutes of the meeting held on 17 May 2018 had been circulated to Board members in advance (Document 1800705-02). The minutes were taken as read. Proposed by Fidelis Doherty and seconded by Ger Frisby, the minutes were recorded as a true record of the proceedings of the Board meeting held on 17 May 2018.

3. Matters arising from minutes

No matters arising.

4. Correspondence

Department of Education and Skills Circular Letters – to be implemented

- 0034/2018 – Recruitment of Special Needs Assistants (SNAs)
- 0035/2018 – Prescribed material for Junior Cycle Irish (Irish Medium Schools L1)
- 0036/2018 – Prescribed material for Junior Cycle Irish (English Medium Schools L2)
- 0037/2018 – Prescribed material for Junior Cycle English
- 0038/2018 - Smart Phones & Tablet Devices in Schools – Consultation with school community

ETBI Correspondence

- ETBI Conference 2018 – Nomination of Delegates
- Pilot scheme for flexible leadership deployment in ETBs, 2018-2024

Other Correspondence

- ETB Schools National Parents' Association – nomination of Diarmuid Ó Sé as parent representative to board. The board appointed Diarmuid Ó Sé as a member, as proposed by Fergal Browne and seconded by Maurice Shortall. He was welcomed to the board and participated in the meeting.
- QQI - Approval of KCETB Quality Assurance (QA) Procedures
- IPB Insurances - Receipt of Commercial Dividend 2018
- Letter from Chief Executive - The Chief Executive notified the board of her intention to retire from her position on 31 December 2018. She thanked the board for their support and expressed her appreciation for the positive professional relationship between the board and the executive in KCETB. On behalf of the board,

the vice-chair extended appreciation to the CE and acknowledged her role in leading KCETB through a period of significant change.

5. Chief Executive's Report

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

5.1 Corporate Governance and Administration

GDPR (General Data Protection Regulations)

KCETB has undertaken an extensive programme of training and support for staff in preparation for implementation of GDPR. Training was provided to the board as part of the meeting; board members were asked to sign and return the Data Protection Statement circulated at the meeting.

Schools Reconfiguration for Diversity Process: KCETB report

An executive summary of the draft report on the Schools Reconfiguration for Diversity Process was circulated at the meeting. The CE confirmed that the draft report of the survey undertaken in Tullow and surrounding area would be discussed with the patron of the majority of primary schools, Bishop of Kildare and Leighlin, Bishop Denis Nulty.

It was agreed that the final draft report would be circulated to Board members before the next meeting. The report will then be completed and sent to the Department of Education and Skills for publication.

Internal Audit of ICT Services in KCETB

The Internal Audit Unit (IAU) completed a report on ICT services in KCETB. The report will be sent to the DES and there will be follow-up at ETB sectoral level.

The KCETB Audit Committee will consider the report at its next meeting and will subsequently report to the Board.

5.2 Schools

Director of Schools, Eileen Curtis, presented the Schools report.

Teaching and Learning

- State examinations are now complete and best wishes were extended to students as they await their examination results
- Workshops are being provided to teachers to enhance the quality of teaching and learning in our schools. The workshops will be conducted by Mike Hughes. A further group of teachers will receive training in the methodologies concerned in September, to support the development of the programme in their own schools.

Governance and Management of Schools

- Staff planning for the 2018/19 academic year is at an advanced stage.
- Abbey Community College - new principal appointment effective 1 September 2018
- Coláiste Pobail Osrai- new Priomhoide Tánaisteach.
- The Year 1 roll out of ICT teaching and learning as part of the Digital Strategy for Schools has been completed in all schools; this involved the upgrading of the network and wireless infrastructure.
- A training workshop for Student Council members from each school will take place in September.
- Planning and preparation for the coming school year has been particularly challenging for Tyndall College and CIFET because of the situation regarding the new school buildings. Contingency accommodation is being arranged for the start of the new school year.
- **Coláiste Aindriú** - A full review of the curriculum and staffing took place in the school and preparation is under way for the 2018/19 school year. KCETB and the Board remain committed to supporting staff and students in Coláiste Aindriú.

The board and the executive extended best wishes to retiring Principals, Delta Cahill of Abbey Community College, and Paul Duggan of Coláiste Cois Siúire

5.3 Further Education and Training

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

QQI Executive Self-Evaluation Report: this report was conducted in line with QQI Statutory Core Quality Assurance and Sector Specific Quality Assurance Guidelines for Education and Training Boards. KCETB has re-engaged with QQI as a full provider with appropriate governance and management structures. This agreement replaces any pre-existing agreements.

Apprenticeship Phase 2 Update: 20 out of 28 apprentices have fully completed their Phase 2 Training with KCETB. Five apprentices are repeating one online Theory Test.

Apprenticeship Registrations are continuing to grow nationally. From 1 January to 31 May this year, 61 new apprentices have registered with KCETB: we now have 207 employers employing apprentices, with a total of 663 apprentices registered across all phases.

The Local Youth Club Grant Scheme (LYCGS) supports local volunteer-led youth clubs/groups that provide a programme of youth work activities for young people. In addition, other clubs/groups that work with young people are also entitled to apply for LYCGS funding.

Carlow County Council funded KCETB to run a **Tourism Visitor Care** Course for people living in the Myshall area. The course was accredited through QQI and 18 learners have completed it.

QQI External Authentication has been completed in all centres. The examiners have reported examples of good practice in each centre, with teachers and learners alike being commended for the standard of work achieved.

GDPR Training was carried out with all centre managers and coordinators on 19 June. This has also been completed with groups that receive grant funding from KCETB such as Local Training Initiatives and Community Training Centres.

The Explore Project: This initiative is aimed at supporting people over 35 years of age, employed in manufacturing industry, to build their capacity in digital skills, engagement with lifelong learning and health & wellbeing in the workplace. Three companies have put forward employees: Keenan's Engineering, Burnside Engineering and Martin Stapleton (CDS) Engineering. It started on 20 June and KCETB is hosting the pilot project for the South East. It is funded by the Department of Education & Skills, supported by the South East Regional Skills Forum.

The School of Food, Thomastown, has expressed thanks and appreciation for the support provided during the course of the local training initiative which was funded by KCETB.

5.4 Organisational Support and Development

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

Human Resources

Recruitment

The recruitment process for teaching positions for the 2018/19 academic year is ongoing. All teaching positions are advertised on www.educationposts.ie and www.kcetb.ie. Where appropriate, posts are advertised in local/national press.

Appointments:

Siona Nic Eóin has been appointed Príomhoide Tánaisteach – Coláiste Pobail Osraí
Michelle Jefford has been appointed Principal – Abbey Community College

Corporate Services

Lands and buildings

Grennan College, Thomastown: Land exchange with Kilkenny County Council

It is proposed to exchange parcels of land with Kilkenny County Council to preserve the availability of a playing pitch at Grennan College, Thomastown. The transaction is deemed to be cost neutral in accordance with an independent market valuation.

Board approval to dispose of the land in question is required under Section 12 (2) (n) of the Education and Training Board Act 2013 and Section 25 of the Code of Practice for the Governance of State Bodies.

Board approval to acquire the land in question is required under Section 12 (2) (n) of the Education and Training Board Act 2013 and Section 25 of the Code of Practice for the Governance of State Bodies.

KCETB will seek Ministerial approval for this transaction subject to the agreement of the board.

Lease Renewal:

- VTOS Carlow, 1-3 Granby Row, Carlow - renewal of lease 01.09.18-31.08.19
- Ormonde College PLC, Village Inn Business Centre 05.07.18-04.07.19

Capital Projects

Updates were given on the following Capital Projects:

- **Coláiste Mhuire, Johnstown** - new classrooms, ASD unit and roof repairs have commenced on schedule. Emergency accommodation will be provided during the construction phase.
- **Grennan College, Thomastown** - emergency works to electrical system and roof repairs to commence shortly.
- **Borris Vocational School** - new classrooms and ASD unit, funding has been sanctioned from DES and construction will commence imminently
- **Ormonde College of Further Education** – new PLC facility at Gaol Road will commence operations in September 2018.
- **Training Services Facility, Purcellsinch, Kilkenny** - Construction has commenced; apprenticeship training scheduled for Autumn 2018.
- **Tyndall College/CIFET** - Woodvale construction appointed as new contractor. Preliminary work will be carried out over the summer. It is envisaged that schools will be completed by December 2018. Temporary accommodation will be in place for start of school year. Resources are being shared to ensure services will be provided at both schools
- **Kilkenny Schools Campus** - Schedule of accommodation for construction of two new schools has been received from DES. The legal process to arrange transfer of lands to KCETB is in progress. Schools will be consulted during the design phase.

Finance

The Income and Expenditure report for May 2018 was presented.

6. ETBI nomination of delegates

The 2018 ETBI Annual Conference and AGM will take place on the 26-27 September 2018 in the Kilashee Hotel, Naas, Co. Kildare.

The following delegates were nominated to attend:

Delegate	Proposer	Seconded
Mary Hilda Cavanagh	Joe Malone	Maurice Shortall
Maurice Shortall	John Pender	Joe Malone
Caitlin Mhic Cárthaigh	John Pender	Matt Doran
Peter Cleere	Matt Doran	Joe Malone
Fidelis Doherty	Mary Hilda Cavanagh	Matt Doran
Matt Doran	Ger Frisby	Mary Hilda Cavanagh
Joe Malone	Mary Hilda Cavanagh	Breda Gardner
John Pender	Maurice Shortall	Mary Hilda Cavanagh
Ger Frisby	Joe Malone	Maurice Shortall

Delegates must confirm availability to attend no later than 6 September 2018.

7. Boards of Management

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

Report from ETBI Reserve Forum

Ger Frisby gave a report on the ETBI Reserve Forum and reported to the board on appropriate matters.

8. Matters for approval or confirmation by the Board

180705 KCETB 01 Minutes of ETB Meeting

Adopt recorded minutes of meeting held on the 17 May 2018. These minutes will be published online.
Correspondence received noted.

180705 KCETB 02 Ratification of new board member

Mr. Diarmuid Ó Sé, Parent Representative, as nominated by ETB Schools National Parents' Association

180705 KCETB 03 Chief Executive's report

For adoption

180705 KCETB 04 ETBI Conference Nominations

Nominate delegates to attend ETBI Conference

180705 KCETB 05 Corporate Services

Land transfer - Ladywell Thomastown, Co. Kilkenny

180705 KCETB 06 Corporate Services

Leases for renewal

Unless stated previously, matters listed above were approved as proposed by Ger Frisby and seconded by Fergal Browne.

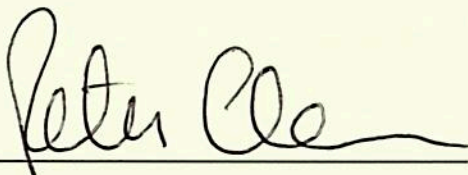
9. Date of Next Meeting

The next meeting is scheduled for 4 October 2018, in Carlow, venue to be confirmed.

10. GDPR Training

GDPR training was provided for Board members at the end of the meeting.

Signed:



Date:

4/16/18