



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



Kilkenny and Carlow Education and Training Board
Minutes
06 July 2021

Date: 06 July 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, Fergal Browne, Caitlín Mhic Cárthaigh, Mary Hilda Cavanagh, Peter Cleere, Laura Conheady, Andrea Dalton, Michael Delaney, Eamonn Doheny, Fidelis Doherty, Ger Frisby, Matthew Kenny, Clare Ryan,

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: Eileen Brophy, Deirdre Cullen, Richard Manogue, Patrick O'Neill, Jenny O'Regan Byrne, Noel Phelan, Adrienne Wallace

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 Gaelcholáiste Cheatharlach on their recent receipt of the Mayor's Award.

Congratulations were extended to Orlagh Ní Fhaoláin appointed as Príomhoide Tánaisteach Gaelcholáiste Cheatharlach and Maria Quinn appointed as Deputy Principal in Tyndall College

3. Minutes of board meeting held on 18 May 2021

The minutes of the meeting held on 18 May 2021 had been circulated to board members in advance (Document 060721 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Mary Hilda Cavanagh seconded by Caitlín Mhic Cárthaigh and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 18 May 2021.

4. Matters arising from minutes

No matters arising

5. Correspondence

Department of Education Circular Letters – to be implemented

- 0029/2021- Special Needs Assistant Allocations for the 2021/22 School Year for Mainstream Classes in Primary and Post Primary Schools
- 0030/2021- Parent's Leave Scheme For Registered Teachers employed In Recognised Primary and Post Primary Schools
- 0031/2021- Coronavirus (COVID-19): Arrangements for Staff other than Teachers and Special Needs Assistants who are employed in ETBs
- 0033/2021- Arrangements for Inspectorate Engagement with Post-Primary Schools 2021/2022 School Year
- 0034/2021- Updated Entry Criteria for the Gaeltacht Entry route to the (English Medium) Primary Bachelor of Education
- 0035/2021- Parent's Leave Scheme for Special Needs Assistants employed In Recognised Primary and Post Primary Schools

Other Departmental correspondence

- DCEDIY- Quarter 3 Updates
- DCEDIY- UBU New Selection National Service
- DCEDIY-Targeted Youth Employability Support Scheme 2021-2022
- DCEDIY- UBU Resilience and Effectiveness Initiative
- DCEDIY- Local Youth Club Grant Scheme 2021
- DOE- Annual Report & Chairperson's Comprehensive Report 2020
- DOE- Oversight Agreement and Performance Delivery Agreement
- DOE- Receipt of Amended Service Plan

Other correspondence – for information

- Kilkenny County Council- Publication of the Chief Executive's Report on Submissions to the Kilkenny Draft Development Plan
- QQI Ireland- Inaugural Review
- Brian O Donoghue – resignation letter
- Board Member – Travel and Subsistence

6. Chief Executive's Report

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

6.1 Corporate Governance and Administration

Business Continuity Planning – COVID 19

The Business Continuity Planning Group has met throughout the year to support the continuity of learning in schools and centres in line with guidance and in accordance with the infection prevention and control measures. The school year concluded without further disruption bringing to a close what has been a very challenging academic year for both staff and students. The Accredited Grades process and more recently the Leaving Certificate examinations were managed effectively and without disruption across all our schools and centres. Sincerest gratitude was extended to all our staff for their efforts in this regard. Discussion is ongoing with the DE and DFHERIS in regard to arrangements for the 2021/22 academic year.

Annual Report/Chairperson's Report (Amendments)

Following engagement with the DE a number of minor wording amendments have been notified. These changes were highlighted and circulated to the board. The amendments were proposed by Mary Hilda Cavanagh, seconded by Fergal Brown and agreed.

Statement of Strategy 2022 – 2026

The board workshop and presentation on the 18 May completed the consultation phase of the process. A report on the consultation process has been prepared by the facilitator, Dr. Joe O'Connell and the executive will now progress the next stage of the work.

KCETB Newsletter 2021

A copy of the eNewsletter was circulated to all members and provides a snapshot of the varying range of activities in which KCETB is involved. Thanks was extended to Pauline Egan on the work involved in compiling the online newsletter.

Infrastructural Projects

- a) **Kilkenny School Campus**
The Stage 2a meeting has taken place with the DE and following the provision of further information and drawings the project will be progressed in accordance with DE requirements.

- b) **Colaiste Mhuire**
Following further discussions with the DE a substantially more significant development has been approved for the school to cater for a further anticipated increase in student enrolment.

6.2 Schools

Director of School Pauline Egan presented the following report:

Teaching and Learning

Junior Cycle -Teachers were commended for their engagement with the Junior Cycle School Report which 3rd year students received this year. There has been significant collaborative engagement at school level with teachers and staff teams to confirm a framework across subject departments for assessing and reporting on student achievement. Junior Cycle students in our schools have received their Junior Cycle School Report this June.

Leaving Certificate Accredited Grades Model - Schools were acknowledged for the significant efforts made to ensure their students had registered on the student portal for accredited grades this year. Teachers across our schools and centres engaged with subject alignment meetings prior to grades being inputted to the Esinet portal system.

Students and staff were congratulated on their efforts throughout the academic year and most especially in their efforts to continue teaching and learning remotely during the public health emergency and for their commitment to engaging in alternative state assessment processes for 2021.

School Re-opening for 2021/22 academic year.

- The Department of Education will undertake a communications campaign with parents and students in advance of school reopening to inform and remind them of the arrangements in place in schools operating during Covid-19.
- The Department of Education will continue to work closely with all of the education partners and public health specialists so that schools will continue to be supported when they reopen for the 2021/22 school year.
- Planning is underway for teaching and learning pedagogical approaches for the academic year 2021/2022 in continuing to embed MS Teams and Technology Enhanced Learning in the classroom.

Inspection Reports

The following Safe and Sustainable Provision of Schooling (SSPS) Inspection Reports have been received:

- Coláiste Eoin, Hacketstown
- Coláiste Aindriú, Bagnalstown
- Borris Vocational School, Borris
- Tyndall College, Carlow

We are awaiting the following inspection report:

- Supporting Safe Provision of Schools Inspection (SSPS) – Coláiste Mhuire.

Governance and Management of Schools

- **Staff planning for the 2021/2022 school year.**
The recruitment process for teaching positions for the 2021/22 academic year is near completion with virtual interviews on MS Teams and with face-to-face interviews (adhering to social distancing) for leadership positions in schools.
- **Digital Strategy for Schools**
School leaders (principals and deputies) and ICT/Digital leaders in our schools attended the ETBI Schools ICT Summer Conference on 14 June and engaged in a number of workshops delivered by Apple, Google, Microsoft, Tara Learning, PDST Technology in education and Webwise.

6.3 Further Education and Training

Director of FET Martha Bolger presented the following report:

Reopening FET

On 15 June, Minister for Further and Higher Education, Research, Innovation and Science Simon Harris published the plan for a safe return to on-site activity for September. Further education and training, and research, are considered essential activities, and the plan for the 2021/22 academic year is for mainly on-site activity for all students, learners, and staff.

QQI Inaugural Review: The second milestone in the Inaugural Review was achieved on June 25 with the submission of the Inaugural Review Report (Provider Self-Evaluation). The review aims to provide an independent external evaluation of the implementation and effectiveness of the quality assurance procedures within each ETB. The Self-Evaluation report addresses the quality assurance responsibilities of KCETB as a provider of further education and training. The scope of this report incorporates all education, training and related services of KCETB, leading to QQI awards, other awards recognised in the National Framework of Qualifications (NFQ), or awards of other awarding, regulatory or statutory bodies.

Certification Update: Four meetings took place between May and June allowing for learners to submit for certification. This includes the June 12 QQI submission and an additional July submission to allow for anyone disenfranchised through not having access to practical instruction during lock down. Over 40 individual External Authenticator reports have been submitted; monitoring the standard of 4133 learner portfolios.

DSP: The July 2020 Jobs Stimulus package in response to Covid announced a €200 million investment in FET, skills development, work placement schemes, recruitment subsidies, and job search and assistance measures to help those who have lost their jobs find a new one, retrain, or develop new skills, in particular for emerging growth sectors.

It announced the creation of a Work Placement Experience Programme (WPEP). The programme will aim to provide 10,000 work experience places to jobseekers who have been unemployed for 6 months or more. The programme is designed to ensure that all participants will have access to quality training, development and work experience opportunities. KCETB will partner with DSP in Kilkenny and Carlow to offer this programme as appropriate to clients and learners locally. Two online events are planned with DSP for their clients in August.

Online Skills for Everyday Life: This is a collaborative programme running with DSP (Kilkenny and Carlow) and KCETB. Online Skills for Everyday Life focuses on learning more about the internet and how to access and use websites which support everyday life. This programme offers the chance to build and develop skills, abilities, talents, interests and confidence by learning new or additional online computer skills to assist in navigating websites such as DSP, HSE etc, which are required for daily activities.

Music Generation: Presentations from Music Development Officers Sinead Blanchfield, Kilkenny and Gavin Barr, Carlow, provided an update on the programme and the growth and innovation

displayed during the pandemic to provide access to Music Education for as many young people as possible.

Summary of Grants allocated by DCEDIY through KCETB in 2021:

Capital Grant Summary:

DCEDIY has provided Capital funding in 2021 to support small to medium capital projects in the voluntary youth services. The 2021 Capital Scheme for staff led Youth Services (minor works and/or equipment) will support the following:

- small scale projects, including equipment for working with young people,
- adaptations to outside areas, outdoor furniture, ventilation and sanitary facilities (Covid 19 related),
- refurbishment and health and safety improvements in local youth services.
- ICT for working onsite or remotely with young people.

Ossory Youth will receive €23,402.48 under the Capital Grant scheme and Carlow Regional Youth Service will receive €27,985.52.

2021 Local Youth Club Grant Scheme (LYCGS)

The Scheme supports voluntary youth club/group activities for young people; with priority given to clubs/groups catering for young people aged 10–21. The primary focus of the Scheme is to assist 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, but are not specifically providing youth work, are also entitled to apply for funding under the Scheme. Funding available for 2021 is €68,836.76. 27 Youth Clubs and Groups will receive funding through this:

Carlow

- 3 X Scouting Ireland
- 2 X Foroige
- 3 X Irish Girl Guides
- 1 X Girls Friendly Society
- 1 X Boys Brigade
- 1 X Down Syndrome Carlow
- 1 X Baden Powell Troop

Kilkenny

- 6 X Scouting Ireland
- 2 X Foroige Clubs
- 1 X Irish Girl Guides
- 2 X No Name
- 2 X Ossory
- 1 X Youth Theatre
- 1 X Order of Malta

Youth Club Equipment Grant Scheme 2021

The Department of Children, Equality, Disability, Integration and Youth (DCEDIY) provided funding for a small capital equipment grant for youth clubs or similar organisations that have or are in receipt of a grant under the Local Youth Club Grant Scheme. The following clubs / groups received funding:

- 5th Carlow Town Scouts €500
- 2nd Carlow Bagenalstown Scout Group €500
- 1st Kilkenny Scout Group €500
- 14th Benettsbridge Kilkenny Scout Group €500
- 3rd Kilkenny Thomastown Scout Group €500
- 15th Kilkenny Fortsgrange Scout Group €500
- Graiguenamanagh Scout Group €500
- Rathvilly Junior Foroige €500
- Paulstown Foroige €500
- Kilkenny Girl Guides €500
- St. Killian's Guides and Senior Branch €500
- Dolmen Brownies €500
- KK No Name Club €500
- Thomastown No Name Club €500
- Girls Friendly Society Dunleckney (Carlow) €210
- Johnswell Youth Club €500
- Dreamstuff Youth Theatre €489
- Down Syndrome Carlow €500

UBU Resilience and Effectiveness Fund

This initiative was designed to address some of the cost pressures encountered by UBU funded organisations in recent times, and to help smaller organisations with less than two WTEs to provide a more comprehensive service to young people. Ossory Youth UBU Gateway Project will receive €7,175 under this fund and Carlow RYS UBU Traveller Project will receive €10,325.

6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

Human Resources

Payroll Changes

The changeover to the new centralised payroll system has transferred successfully to Education Shared Business Services (ESBS). Regular updates and communications have been issued to staff regarding the changeover and training and support has been provided to both staff and managers on the new system.

Recruitment

The significant bulk of teaching recruitment has now taken place in respect of the 2021/22 academic year. Selection Board interviews for the majority of vacancies have taken place on-line with a limited number of on-site interviews in accordance with HSE guidelines.

Corporate Services

Leases

- **Music Generation Kilkenny** – Rental of Storage Space for Musical Instruments -Term of Lease – 01.06.21 to 31.11.21
- **Further Education and Training - Administration Offices** -The premises at the Village Campus, Waterford Rd, Kilkenny is needed to support the continued development of the FET service. Term of Lease – 10 years with 5 year Break Clause (To Commence in 2021 – subject to Board/Dept approval)

Capital Projects

1. **Grennan College, Thomastown** -The completion of the new extension is scheduled for February 2022.Contracts to exchange land with Kilkenny County Council are imminent.
2. **Borris Vocational School** -The extension is complete with some outdoor/garden work still continuing.
3. **Kilkenny Schools Campus**- A meeting on the Stage 2a Report was held with the Department.Contracts for the exchange of lands have been received from St. Kieran’s College to facilitate the Kilkenny Schools Campus development.
4. **Gaelcholáiste Cheatharlach**- Sanction has been received for additional accommodation. The design team tender has been advertised on e-tenders and is currently being evaluated
5. **Coláiste Mhuire, Johnstown**- Sanction has been received for additional accommodation.
6. **Coláiste Eoin, Hackettstown**- An Emergency Works Application in respect of roof works is with the Department.
7. **COVID-A9 Minor Works** -A synthetic surface for two 5 a side courts/pitches at Tyndall College has been constructed.
8. **KCETB Capital Project Management Services**- work is ongoing and appointments of design teams are in progress.

Finance

The income and expenditure reports for May 2021 was presented.

Shared Services – Finance Project

KCETB is scheduled to transition to the SUN Financial System in early 2022. The system will provide a more robust financial system and provide for enhanced levels of financial management.

7. Risk Management

1. **KCETB Business Continuity and Response Plans** -KCETB is operating its Business Continuity and Response Plans to ensure appropriate management of services during COVID-19.

2. **Risk Registers-** A Covid-19 Register continues in operation and the Audit and Risk Committee will discuss the risk registers at their next meeting.
3. **Cyber Security-** A Cyber Security Working Group has been set up to progress a work programme in relation to minimising the risks associated with this area of activity.
4. **IAU Audits-**The closing meeting of the Enrolment Audit took place on Monday 5 July 2021.The IAU – ETBI are concluding an audit on Service Level Agreements for Local Training Initiatives.

Governance and Management

Corporate HQ Working Group

Expressions of Interest for the provision of HQ accommodation in Carlow for KCETB have been sought and responses are being analysed.

8. Nominations To ETBI AGM

In line with the requirements we are seeking 5 nominees from the Board to attend the online AGM of ETBI in early October. Expression of Interest to be emailed to administration support.

9. (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

No update on ETBI Forum since the last meeting of the board

9. (c) Report from Finance Committee

No report

9. (d) Report from Audit and Risk Committee

No report

10. Matters for approval or confirmation by the Board

060721 – KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 18 May 2021. The minutes will be published online.

060721– KCETB 02 Chief Executive’s Report

For adoption

060721 – KCETB 03 Annual Report/Chairpersons Report Amendments

For adoption

060721 – KCETB 04 Corporate Services

Approve leases

060721 – KCETB 05 Finance

For approval

060721 – KCETB 06 Risk Management

For approval/adoption/noting

060721 – KCETB 07 Report of Committees

For information – BOM minutes

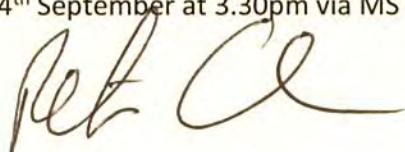
Unless stated previously the above items were adopted by the Board as proposed by Ger Frisby, seconded by Michael Delaney and agreed.

11. Other business with prior permission of the Chair

12. Date of next meeting

Tuesday 14th September at 3.30pm via MS Teams.

Signed:



Date:

14/09/21

