



## Kilkenny and Carlow Education and Training Board

### Minutes

14 September 2021

Date: 14 September 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: Tómas Breathnach, Fergal Browne, Jenny O'Regan Byrne, Deirdre Cullen, Caitlín Mhic Cárthaigh, Mary Hilda Cavanagh, Peter Cleere, Laura Conheady, Andrea Dalton, Fidelis Doherty, Ger Frisby, Matthew Kenny, Thomas Kinsella, Patrick O'Neill, 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, Director of Organisation Support and Development Liam Scott  
Executive support Amy Deering

Apologies: Michael Delaney, Eamonn Doheny, Richard Manogue

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 were extended to all who received their Leaving Certificate and other examination results.

Thomas Kinsella was welcomed to the meeting and the Board of KCETB

## **3. Minutes of board meeting held on 06 July 2021**

The minutes of the meeting held on 06 July 2021 had been circulated to board members in advance (Document 140921 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Ger Frisby seconded by Fidelis Doherty and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 06 July 2021.

## **4. Matters arising from minutes**

Ger Frisby addressed the meeting and subsequently absented himself in line with conflict of interest requirements. The CE provided an update on actions taken in respect of the travel and subsistence matter. Following discussion members were reminded of the code of conduct for members and requested to review their claims in the context of the procedure for same. Ger Frisby then rejoined the meeting.

## **5. Correspondence**

### **Department of Education Circular Letters – to be implemented**

- 0036/2021- Application of 1 July 2021 FEMPI Pay Restoration of certain grades other than Teachers and SNAs employed by ETBs with salaries of between €70,000 and €150,000.
- 0037/2021- Revision of 2011 Entrant Teacher Salaries with effect From 1 March 2021 - Application of Additional Incremental Skips
- 0038/2021- Home Tuition Grant Scheme 2021/2022 – Special Education Component
- 0039/2021- Extended Breastfeeding Breaks for Special Needs Assistants employed In Recognised Primary and Post Primary Schools



- 0040/2021-Partial Return to Work for Special Needs Assistants employed in Recognised Primary and Post Primary Schools
- 0041/2021-Fair Processing Notice to explain how the personal data of students in post-primary schools on the Post-Primary Online Database (PPOD) will be recorded, processed and shared.
- 0042/2021- Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary schools (COVID-19)
- 0043/2021-Arrangements for Staff other than Teachers and Special Needs Assistants who are employed in ETBs (COVID-19)
- 0044/2021- Arrangements for Department of Education Inspectorate Engagement with Early Learning and Care (ELC) settings September 2021 - June 2022

#### **Other Departmental correspondence – for information**

- DOE- Child Protection Procedures
- DOE- OPPS- Deferring of Patronage competition
- DCEDIY- UBU Resilience and Effectiveness Additional Allocation
- DCEDIY- KCETB UBU Resilience and Effectiveness Outcome
- DCEDIY- KCETB Allocation TYESI 2021
- DCEDIY- KCETB Revised Allocation Capital 2021
- DCEDIY- Payment letter: Covid-19 Minor Grant, Youth Capital funding and TYESI 2021

#### **Other correspondence**

- ETBI- AGM 2021 Notice & Delegate Nomination
- IAU- ETBs Sectoral reports
- IPB- Premium Rebate & Member dividend Update- Covid-19
- SOLAS- Mitigating against Educational Disadvantage Fund 2021
- Music Generation- Funding Agreement Kilkenny
- Eileen Brophy & Richard Manogue - resignation

## **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 continues to manage and monitor the overall situation across the organisation. Contingency planning for reopening is continuing to take place across

all directorate areas. There has been a further extensive planning phase for reopening schools and centres with refresher training provided as relevant. Thanks was extended to all those who assisted with the phased reopening process and the return to learning in line with DE, DFHERIS and public health guidance.

#### **C&AG Audit 2020**

The Office of the C&AG are nearing completion of the audit of the 2020 accounts and correspondence in respect of same will issue in due course.

#### **Statement of Strategy 2022 – 2026**

The completion of the consultation phase in May and receipt of the subsequent report has enabled the work on the Statement of Strategy to progress. A draft will be circulated for presentation to the board for consideration and adoption.

#### **ETBI AGM**

The ETBI AGM will take place virtually on 30 September. The following indicated their interest in being nominated:

- Mary Hilda Cavanagh
- Ger Frisby
- Fidelis Doherty
- Tomás Breathnach
- Deirdre Cullen

The 5 members were proposed by Patrick O’Neill seconded by Andrea Dalton and agreed.

#### **Building Projects**

Formal approval has been received for additional accommodation for Coláiste Mhuire from the Department of Education.

The Stage 2A Addendum Report has been submitted for the Kilkenny Campus and a response is now awaited from the Department.

#### **Student of the Year 2021**

Each year we award a KCETB Student of the Year Award to a student from each school which recognises their educational journey and their contribution to school life. A modified COVID compliant awards event took place on 10 September.

#### **KCETB Logo/Website**

Following a review of our communication and branding the KCETB logo has been updated to make it more identifiable with our two counties. The updated logo will be circulated to schools and centres.



Work is ongoing also on refreshing the KCETB website with an emphasis on making it more user friendly and interactive.

## 6.2 Schools

Director of School Pauline Egan presented the following report:

### Leading Teaching and Learning in Kilkenny and Carlow ETB Schools

Presentation on school provision from Pauline Egan, Director of Schools

#### Teaching and Learning

- All schools and centres recommenced for the 2021/2022 academic year in late August. Physical distancing remains in place as does the wearing of face-masks. Guidance on good ventilation in schools has been updated and CO2 Monitors are being rolled out to schools. Schools have in place their updated COVID-19 Response Plan.
- Department of Education funding for enhanced supervision/PPE etc. will be provided and we are awaiting a letter to schools from the Department of Education.

Director of Schools acknowledged the contribution of KCETB's school management teams who worked tirelessly for the safe and sustainable re-opening of all schools.

- Leaving Certificate results issued on 3 September and were of a very high standard across schools and centres. Students and staff were congratulated on their hard work.
- Nominees for the Student of the Year Awards for 2021/2022 were received from each school. The presentation of awards took place on 10 September.

#### Governance and Management of Schools.

- Sharon Coffey has been appointed Principal of Coláiste Aindriú
- New Appointments -To date over 80 teaching appointments have been made for the 2021/2022 academic year. An induction session took place for new members of staff on 20 August 2021.
- A Health & Safety Pop Up Briefing for Principals and Deputy Principals took place on 18 August via MS Teams.
- Occupational First Aid Training took place during the end of June for all SNAs in KCETB.
- Manual Handling Training took place for all Caretakers on 23 August.
- Principals and Deputy Principals attended an ETBI seminar on School Admissions on 23 August in preparation for their admission and enrolment process for the 2022/23 academic year.



### **COVID -19 Safe Return to Education.**

- New staff in our schools/colleges completed the KCETB Return to Education Safely Induction Programme and all staff completed the Return to Work Declaration Form.
- Our Lead Worker Representatives (LWR) continue to work in our schools to support the safe provision of schooling.
- Schools delivered refreshers to staff and students on health and safety COVID-19 return to school briefings as part of their site- specific inductions for staff and students in their schools.
- Students have received inductions/refreshers in the use of MS Teams.
- The Department of Education have published a significant number of guidance and resource documents to support the wellbeing of school communities. These have been issued to schools and can be accessed in various languages.
- As part of the Digital Strategy for Schools, the focus has been on the continued embedding of Microsoft Teams (and associated Office 365 Services) in schools for teaching and learning.

### **6.3 Further Education and Training**

Director of FET Martha Bolger presented the following report:

**Reopening FET:** Following a number of stakeholder meetings, much of FET is operating to the 1m social distancing rule. This includes Apprenticeship, Youthreach, CTC, NLN, Adult Literacy and Community Education and is applicable to those groups who have learners that may be vulnerable. Programmes such as PLC and VTOS are still operating at 2m distance. All enrolment, registration and induction is currently being carried out in small numbers. This will be reviewed as needed in light of any emerging public health advice. All programmes are enrolling well and there is a strong demand for part-time courses.

#### **Governance and Management**

**QQI Inaugural Review:** The QQI Review Co-ordinator and Chair of the panel will meet with KCETB's senior management team and Review Steering Committee on 14 October to highlight areas of interest for discussion at the Statutory Review in December.

**DSP:** Two online events were hosted with DSP for their clients on August 24 and 25. The *Explore Your Options* event was a one-hour virtual introduction to FET programmes and focussed on



full-time and part-time options available to the learners. DSP outlined the range of income entitlements and supports that learners may retain throughout their programme of learning. The new KCETB FET Course Finder App, which can be used on the phone or the desktop was highlighted. The App includes the list of courses offered by FET in KCETB and can be filtered by subject areas, locations, supports available and information on funding.

**Adult Literacy Strategy:** The launch of the new ten year Adult Literacy Strategy occurred on Wednesday Sept 8. Martina Kiely a literacy learner from Kilkenny Adult Learning Service has written a foreward for the strategy and was invited to attend on Wednesday at the Liberties College, Dublin. Minister for FHERIS formally launched the Strategy.

**MAEDF:** The 2021 Mitigating Against Educational Disadvantage Fund is open for applications. This fund places a strong emphasis on Community Education as a mechanism to support and engage with disadvantaged learners. Webinars to support groups interested in applying took place last week. The following categories are open to applications:

- Digital Technologies - Supply of devices, software and systems, or CPD training, to facilitate high quality learning and delivery.
- Learner Assistance Fund to help, where appropriate, with costs associated with course participation, such as: books and class materials.
- Outreach, Engagement and Mentoring Fund to assist with costs associated with activities such as awareness raising, and services to promote re-engagement.
- COVID-19 Recovery Exceptional Circumstances Fund for Community Education to address educationally disadvantaged learners.

**Teaching, Learning and Assessment:**

**Leaving Certificate Results:** FET learners across Youthreach and VTOS achieved good Leaving Certificate results. Learners are progressing to FET options locally as well as third level courses.

**QQI Certification:** This year to date, KCETB has requested certification for 3274 QQI awards, (670 major awards, 2556 minor awards and 48 special purpose awards).

**IT Devices for Learners:** Last year SOLAS granted funding to provide IT devices for disadvantaged learners. Over 400 devices were made available to support learners who did not have access to a device themselves, or to one in their home setting. This scheme will continue this year and an additional 100 devices have been ordered to support this. The support is open to all FET learners.

**Apprenticeship:** A number of briefings have taken place regarding tackling the delays in Phase 2 Craft Apprenticeships. There are nearly 11,500 apprentices in Plumbing, Electrical, Carpentry and Joinery all waiting to be called for their phase two off the job training. KCETB has submitted an EOI to SOLAS in response to the growing waiting lists.



**New programmes** are being advertised for the Autumn including Traineeships and programmes for those in employment (Skills To Advance):

- Bicycle Engineer Traineeship
- National Tour Guiding Traineeship
- HGV Professional Driver Traineeship
- Supervisory Management & Conflict Management (Skills to Advance)
- Accredited Product Advisers (APA) - Life Insurance Association of Ireland (Life Assurance)
- Pastry Baking and Desserts (STA)
- Basic MIG Welding - Short 4 week course for beginners

## 6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

### Human Resources

#### Recruitment

A high level of recruitment activity has taken place over the summer period with the vast majority of new teachers recruited for the beginning of the 21/22 academic year.

The majority of Selection Board interviews have continued to take place on-line during this period.

The process of recruiting to Post of Responsibility positions has now commenced in a number of schools and centres.

### Corporate Services

#### Leases

- **Unit 1B Burrin Street, CW BTEI -Renewal of lease** – Period of cover 01.12.21 – 30.11.22
- **Burrin Street, Carlow (BTEI, Carlow) (Comm Ed / Youth Office- Renewal of lease** – Period of cover 01.01.22 – 31.12.22
- **1A Burrin Street, Carlow CW Adult Guidance Term of Lease** – 01.01.22 – 31.12.22
- **42 Upper Patrick Street, Kilkenny Term of Lease** - 01.01.22 – 31.08.29
- **Unit 6, Danville Business Park (For Multifunctional FET Classroom Provision) Term of Lease** - 01.01.22 – 31.08.2031
- **School Completion Programme, Kilkenny -Offices in Seville Lodge- Term of Lease** – 01.09.18 – 31.12.22



## Capital Projects

1. **Grennan College, Thomastown-** The new extension is progressing satisfactorily and is scheduled for completion in February 2022.
2. **Borris Vocational School-** The new ASD Unit extension is nearing final completion.
3. **Kilkenny Schools Campus-** Submission of the planning application is to be finalised shortly between the Design Team and DE.
4. **Gaelcholáiste Cheatharlach-** Sanction has been received for additional accommodation. The design team tender competition has been awarded.
5. **Coláiste Mhuire, Johnstown-** A design team tender is being prepared in respect of a large school extension
6. **Coláiste Eoin, Hackettstown-** Emergency Works funding in respect of roof works has been sanctioned
7. **KCETB Capital Project Management Services**
  - a) Work on the refurbishment of Jonah Special School has been completed.
  - b) A design team has been appointed for Scoil Mhuire, Mooncoin National School.
  - c) A design team has been appointed for Castlecomer Community College.

## Finance

The income and expenditure reports for June and July 2021 were presented.

### Payroll Shared Services Project

The new Payroll Shared Services system is being monitored to ensure it can facilitate the large number of modifications at the start of the new academic year.

### Finance Consolidation Project

KCETB is scheduled to transition to the SUN Financial System in January 2022. Work has commenced on the project with the implementation phase taking place from October 2021 to January 2022.

### ICT Expenditure

All public bodies are required to submit a return to the Department of Public Expenditure and Reform (DPER) stating the proposed expenditure for the current year on ICT projects.

A draft copy of the planned ICT related expenditure for the current year was circulated to the board for approval.

## 7. Risk Management



### **1. KCETB Business Continuity and Response Plans**

- a) KCETB is operating its Business Continuity Plan and Response Plans to ensure appropriate management of services during the COVID-19 emergency.
- b) KCETB Business Continuity Management Team and Business Continuity Plan Committees meet regularly to manage the process.
- c) KCETB is compliant with Government public health instructions.

### **2. KCETB Risk Registers**

- a) The Covid-19 Risk Register continues to operate and complement the Risk Register during the Covid-19 pandemic.

### **3. IAU Audits**

- a) The Enrolment Audit Report is with the IAU Director.
- b) An Audit on School Meals is scheduled for October 2021.
- c) The Audit Report for Local Training Initiatives is with the IAU Director.

### **4. SEAI Audit**

- a) A Data Verification Audit conducted by SEAI expressed satisfaction with KCETB methodology and data.

### **5. Policy Management**

The following policies were circulated to the board for noting:

- a) Vetting for KCETB Staff and Volunteers
- b) Vetting for KCETB Students
- c) Vetting for KCETB Contractors

## **Governance and Management**

### **Charities Governance Code**

Under the Charities Governance Code all registered charities are required to complete a Charities Governance Code Compliance Record Form each year. This document has been circulated to members for approval. The compliance record was proposed by Fergal Browne, seconded by Jenny O' Regan Byrne and agreed.

## **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**

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

#### **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**

#### ***140921 – KCETB 01 Minutes of previous meeting(s)***

Adopt the recorded minutes of the meeting held on 6 July 2021. The minutes will be published online. Correspondence received and noted.

#### ***140921– KCETB 02 Chief Executive’s Report including ETBI Nominations***

For adoption

#### ***140921 – KCETB 03 Corporate Services***

Approve leases

#### ***140921 – KCETB 04 Finance including ICT Return***

For approval

#### ***140921 – KCETB 05 Risk Management***

For approval/adoption/noting

#### ***140921 – KCETB 06 Report of Committees***

For confirmation/ adoption

For information – BOM minutes

Unless stated previously the above items were adopted by the Board as proposed by Caitlín Mhic Cárthaigh, seconded by Fergal Browne and agreed.



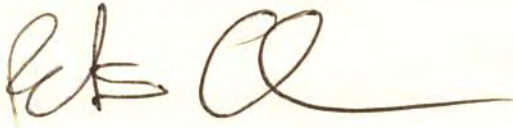
**11. Other business with prior permission of the Chair**

Following the meeting a presentation was given to Music Generation in Kilkenny and Carlow by Sinead Blanchfield and Gavin Barr, Music Development Officers.

**12. Date of next meeting**

Tuesday 16<sup>th</sup> November at 3.30pm

Signed:



Date: 16/11/21