



Kilkenny and Carlow Education and Training Board

Minutes

15 February 2022

Date: 15 February 2022
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: Carmel Boyle, Tomás Breathnach, Fergal Browne, Jenny O'Regan Byrne, Caitlín Mhic Cárthaigh, Mary Hilda Cavanagh, Peter Cleere, Laura Conheady, Michael Delaney, Eamonn Doheny, Fidelis Doherty, Ger Frisby, John Hurley, Noel Phelan, , 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: Andrea Dalton, Deirdre Cullen, Matthew Kenny, Thomas Kinsella, Patrick O'Neill, Clare Ryan

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.

3. Minutes of board meeting held on 18 January 2022

The minutes of the meeting held on 18 January 2022 had been circulated to board members in advance (Document 150222 – 02). The minutes were taken as read. The minutes of the meeting 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 meeting held on 18 January 2022.

4. Matters arising from minutes

No matters arising

5. Correspondence

Department of Education Circular Letters – to be implemented

- Circular 0001/2022 - Teacher Fee Refund Scheme 2021
- Circular 0006/2022- Revision of salaries with effect from 1 February 2022 for Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme

Other Departmental correspondence – for information

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- DoE- Letter of Determination 2022
- DCEDIY- Local Youth Club Grant Scheme 2022
- DCEDIY-Youth Grant 2022
- DFHERIS - TUSEI

Other correspondence

- Comptroller and Audit General- Annual Financial Statements Certificate 2020

6. Chief Executive's Report

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

6.1 Corporate Governance and Administration

Service Plan

Under the requirements of the Education and Training Boards Act 2013 and the Code of Practice for the Governance of ETBs 2019, the Board are required to adopt an Annual Service Plan for submission to the DE prior to 1 March. KCETB's Service Plan was presented under section 7.

Annual Financial Statements (AFS)

Annual Financial Statement 2020 – the AFS 2020 has been certified by the Office of the C&AG

Annual Financial Statement 2021 (AFS)

The adoption of AFS is required by the Act and the Code and requires the Board to adopt the AFS prior to submission to the DE by 1 April. The accounts are currently in preparation for the ETB meeting 22 March.

Business Continuity Planning

The Business Continuity Planning Group continues to meet and the focus continues to be on prioritising the maintenance of our services. Support is being provided to staff and students to assist with the continuation of teaching and learning with onsite activity being maintained across all schools and centres. From an administrative perspective we continue to review and monitor our risks, our internal controls and our procedures in line with our day-to-day business requirements. A key focus has been on maintaining compliance with reporting and governance requirements and meeting the legislative requirements set out under the Education and Training Boards Acts 2013 and the Code of Governance 2019 while maintaining our services in line with public health guidance.

Infrastructural Projects

Kilkenny School Campus

Further information has been sought and is being prepared.

Colaiste Mhuire

The project is progressing with the first design team meeting on 10 February.

Gaelcholaiste Ceatharlach

Following receipt of the enhanced project brief the design team have commenced the options for submission to the DE.

FET College of the Future

KCETB has submitted a Strategic Assessment Report to SOLAS for a FET facility in Kilkenny.

6.2 Schools

Director of Schools Pauline Egan presented the following report:

Teaching and Learning and Assessment

State Examinations 2022

Junior Cycle - The Junior Cycle examinations will run in June as normal for the first time since 2019. Adjustments to the assessment arrangements for Junior Cycle have been made and advised in August 2021, including a reduction in the number of Classroom Based Assessments to be completed, the removal of the requirement to complete Assessment Tasks and adjustments to the requirements in coursework and practical performance tests. These adjustments provide for more teaching time in schools.

Leaving Certificate - To take into account the disruption to teaching and learning experienced by the Leaving Certificate class of 2022, extensive changes will be made to the written Leaving Certificate 2022 examinations.

The exams will be structured in a familiar way, but with more choice and a reduction in the number of questions to be answered and this will not be the traditional Leaving Certificate exam.

An alternative set of Leaving Certificate examinations will be run in 2022, shortly following the main set of examinations. These examinations will be limited to certain categories of students, such as those who experience a close family bereavement, COVID-19 illness and certain other categories of serious illness, during the first examination period. There will be strict eligibility criteria applying to this contingency sitting.

Work is underway in schools with the entering of students for the state exams. Leaving Certificate candidates are to confirm their own entry data online through the Candidate Self Service Portal and school staff are supporting them in this endeavour.

Parent-Teacher Meetings - Schools have put all appropriate communication measures in place to ensure parents receive regular updates on their child/ren(s) progress. Many of our schools have moved to virtual Parent-Teacher Meetings on KCETBs Microsoft Teams Platform and feedback has been positive on its implementation. It is important to acknowledge the work of teachers and school leaders in this space as there are additional organisational arrangements with respect to same.

KCETB Leadership Programme for Middle Leaders (Assistant Principals/AP1's) continues this term with Dr. Joe O Connell in building leadership capacity in school management teams.

ETBI Principals and Deputy Principals Conference – our school leaders attended the ETBI Annual Virtual Conference on 08th February. The Conference theme was *Supporting Principals and Deputy Principals: A Focus on the Learner*.

Curricular Planning for the 2022/2023 year is well underway.

Governance and Management of Schools

- With COVID -19 Restrictions lifting, Board of Management Meetings are moving to in- person meeting in our schools.
- Applications in relation to job-sharing, career break and transfer for teaching staff closed on 1 February 2022.
- ICT Grants issued to schools – Funding included a once-off grant to enable schools to address the needs of learners at risk of educational disadvantage arising from a lack of access to necessary digital infrastructure. Schools are planning for the effective and targeted use of this funding as part of their Digital Learning Plan (DLP).

6.3 Further Education and Training

Director of FET Martha Bolger presented the following report:

Governance and Management

Reopening: For the most part all of FET was fully onsite for January. There have been isolated cases of moving classes online. All teachers are to be commended for facilitating online and on-site delivery as required. The FET stakeholder group met on January 25, and confirmed the lifting of restrictions. “Local ETB management will provide advice in relation to transitional arrangements including the ongoing and continuing emphasis on the promotion and use of individual responsibility and personal protective measures including hand washing, hand sanitising, respiratory etiquette and use of masks in appropriate circumstances based on local ETB risk assessments. While each ETB will make its own determination in this regard, based on local risk assessment and local consultation, the FET Stakeholders group note that mask wearing is encouraged over the coming transitional period and such encouragement is consistent with current public health advice”.

SOLAS / FARR: FARR 2 (planning documentation) and FARR 4 (financial documentation) were submitted on January 29 last. This year €27,135,292 is being requested from SOLAS to deliver a wide range of FET programmes and services.

The date for the SOLAS Strategic Performance Dialogue Meeting has been agreed with SOLAS for April 5. It will follow a similar format to other dialogues with senior SOLAS personnel and independent advisors.

Recruitment / Sanctions: Grade VII FET Buildings Officer has been readvertised. Interviews will be held for a replacement BTEI Co-ordinator next week and we also received sanction for a 1 year fixed term Grade IV administrator for the Youth Office (part time).

Teaching Learning & Assessment:

DEIS to FET: A FET Fair for Secondary School Guidance Counsellors will take place on 1 March with presentations on Apprenticeships, Traineeships and progression routes from PLC.

Generation Apprenticeship

Carlow Toolmaking Services scooped the SME Generation Apprenticeship Employer of the Year Award. It was one of three companies to win an award in the SME category. Minister Simon Harris recently announced the winners of the Generation Apprenticeship Employer of the Year Awards 2021. This year there were a total of 71 nominees with 5 SME's from the South East receiving nominations. Training Services nominated Carlow Toolmaking Services and this year they were winners in the best SME Employer category. The awards celebrate employers who demonstrate excellence with apprenticeships and leadership in training.

CTS, led by Pat Amond, has extensive modern toolmaking facilities including a range of the latest milling machines, lathes, wire eroders, grinders and laser marking machines. They employ 11 staff at their base in Carlow and design and make high quality innovative precision components for medical device manufacturers, pharmaceutical companies, automotive manufacturers and many others.

CTS offer innovative apprenticeships to school leavers and monitor their progress through the apprenticeship journey. Those who qualify with a toolmaking apprenticeship are subsequently employed by CTS.

Music Generation Carlow / Atlantic Arc A gala concert was held on Sunday evening 6 February. Young musicians from Music Generation Carlow, LCETB and LOETB joined Atlantic Arc for a gala performance. They had spent two days in the company of the musicians developing new skills in performance music.

6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

Human Resources

Recruitment

Kilkenny and Carlow ETB is continuing with appointments to permanent, fixed term and specific purpose positions across our schools, centres and administrative functions.

On-line application forms are now available on the KCETB Website in respect of the following positions in a substitute capacity: teachers, transport escorts, supervisors, cleaners and special needs assistants.

Principals and Deputy Principals Appointments

Circular Letter 00062/2021 has issued and outlines the Appeal Process for Permanent Principal and Deputy Principal appointments.

Post of Responsibility

37 Posts of Responsibility positions at AP1 and AP2 Level have been advertised in schools and colleges across Kilkenny and Carlow during the 2021/2022 academic year to date.

Teaching Council – Registration of Student Teachers

Due to the acute staffing challenges an amendment to the Teaching Council Registration Regulations has been approved which will enable student teachers who have successfully completed the first two years of their undergraduate teaching qualification to be formally registered with the Council.

Career Breaks/Job Share/Transfer Requests

Closing date for Career Break/Job Share/Transfer requests from teaching members of staff closed on the 1 February 2022.

Corporate Services

Leases

- **Grennan Mill Car Park, Thomastown, Co Kilkenny**-Change of lease dates – Period of cover 31.03.2022 to 30.03.2024, 2 year lease instead of 5 years.

Capital Projects

1. **Grennan College, Thomastown**-The new extension is scheduled for handover to the school on 18 February 2022.
2. **Borris Vocational School**- the design team tender has been advertised.
3. **Kilkenny Schools Campus** – The design team is preparing the response for the further information request on the planning permission from Kilkenny County Council.
4. **Gaelcholáiste Cheatharlach**- Design options for the extended additional accommodation have been discussed with the design team.
5. **Coláiste Mhuire, Johnstown**-The first design team meeting took place on Thursday 10 February 2020.
6. **Coláiste Eoin, Hackettstown**- The replacement of the roof has been approved under the Summer Works Scheme.
7. **Scoil Aireagail, Ballyhale**-
 - a. An electrical upgrade has been approved under the Summer Works Scheme.

- b. Sanction has been received to replace pre-fab classrooms with modular buildings.
8. **Coláiste Cois Siúire, Mooncoin**- A partial roof replacement has been approved under the Summer Works Scheme.
9. **Duiske College, Graiguenamanagh**- An application for the replacement of pre-fabs has been submitted to the Department.

Finance

The income and expenditure report for December 2021 was presented.

OACG Audit

- a. The OACG Audit 2020 on the AFS 2020, carried out in August and September 2021, was certified on 1 February 2022. The Auditor has determined:
 - the financial statements properly present the income and expenditure of the Board for 2020 and the state of affairs of the Board at 31 December 2020
 - the financial statements are in accordance with the accounting policies laid down by the Minister for Education and Skills

7. Draft Service Plan

The Service Plan details the proposed programmes and activities of KCETB for the coming year, as well as projected income and expenditure for 2022. An Annual Service Plan is required to be adopted by the Board and submitted to DE prior to 1 March.

As detailed in the Code of Practice for the Governance of ETBs 2019, the Finance Committee have a role to report to the Board on the Draft Service Plan. The Finance Committee met on 14 February 2022 and recommended the adoption of the Service Plan to the Board.

The CE provided an outline to members on the key priorities and actions for achievement in 2022 across each of the directorates and highlighted specific KCETB priorities. The Service Plan sets the context of expenditure in line with the Letter of Determination received from DE.

The Board thanked the executive for their work and preparation of the Service Plan 2022, and as proposed by Fergal Browne, seconded by Mary Hilda Cavanagh and agreed, the Service Plan was adopted by the Board of KCETB.

8. Risk Management

KCETB Risk Registers

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

Finance Consolidation Project

- a. KCETB transitioned to the new SUN Financial System on January 1st 2022.
- b. Implementing the new system has created some issues as technical difficulties and mandatory system requirements are time intensive.
- c. The new system will take some of time to become fully effective.

Finance Committee

- a. A meeting of the Finance Committee took place on 14 February 2022.

Audit and Risk Committee

- a. A meeting of the Audit and Risk Committee took place on 1 February 2022 and a further meeting is scheduled for 21 March 2022.

Business Continuity

- a. Business Continuity has been successfully managed during the COVID pandemic and a meeting of the Business Continuity Plan Committee took place on 28 January 2022.

ICT and Cyber Security

- a. IPB has advised that Cyber Security Insurance is unlikely to be achievable in the ETB sector. The market parameters on Cyber Security Insurance continue to shift.

8. (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.

8. (b) Report from ETBI Reserve Forum

Ger Frisby provided a report on the ETBI Reserve forum.

8. (c) Report from Finance Committee

Report of the Finance Committee 14 February 2022

The February meeting included consideration of the following reports;

- Review of the Annual Letter of Determination
- Considered the Draft Service Plan 2022 and recommended to the Board the adoption of same
- Executive report including: capital projects, contracts in excess of €50,000, the contracts register and income and expenditure reports for December 2021

8. (d) Report from Audit and Risk Committee

Report of the Audit and Risk Committee 1 February 2022

The February meeting included consideration of the following reports from the executive:

- Risk Management
- Capital Projects
- Governance and Management

The Audit and Risk Committee reviewed the following reports as part of the System of Internal Control for 2021.

- Finance Committee minutes 2021
- KCETB Board minutes 2021
- Protected Disclosures Report 2021
- Compliance Audit Report 2021
- Draft Audit and Risk Committee Annual Report
- System of Internal Control Checklist
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9. Matters for approval or confirmation by the Board

150222– KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 18 January 2022. The minutes will be published online.

Correspondence received and noted.

150222 - KCETB 02 Chief Executive's Report

For adoption

150222 - KCETB 03 Corporate Services

Approve leases

150222 - KCETB 04 Finance

For approval

150222 - KCETB 05 Risk Management

For approval/adoption/noting.

150222- KCETB 06 Service Plan 2022

For adoption

150222 - KCETB 07 Report of Committees

For confirmation/ adoption- Finance and ARC minutes

For information – BOM minutes

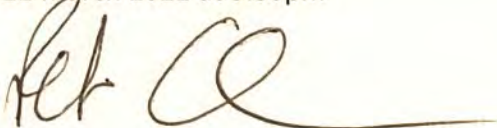
Unless stated previously the above items were adopted by the Board as proposed by Mary Hilda Cavanagh, seconded by Fidelis Doherty and agreed.

11. Other business with prior permission of the Chair

12. Date of next meeting

Tuesday 22 March 2022 at 3.30pm

Signed:

A handwritten signature in dark ink, appearing to be 'Fidelis Doherty', written over a horizontal line.

Date: 22/03/22

