



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



Kilkenny and Carlow Education and Training Board Minutes 15 November 2018

Date: 15 November 2018
Venue: Seville Lodge, Callan Road, Kilkenny

Attendance: Gerard Brophy, Mary Hilda Cavanagh, Peter Cleere, Fidelis Doherty, Matt Doran, Ger Frisby, Breda Gardner, Karen Hennessy, Joe Malone, Richie Manogue, 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 (Chairperson) presided at the meeting

Apologies: Fergal Browne, Andrea Dalton, Michael Daly, Denis Foley, Jenny O'Regan Byrne.

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 were extended to those recently bereaved.

2. Minutes of board meeting of 04 October 2018

The minutes of the meeting held on 04 October 2018 had been circulated to board members in advance (Document 181115-02). The minutes were taken as read. Proposed by Fidelis Doherty, seconded by John Pender and agreed, the minutes were recorded as a true record of the proceedings of the board meeting held on 04 October 2018

3. Matters arising from minutes

No matters arising.

4. Correspondence

Department of Education and Skills Circular Letters – to be implemented

- 0048/2018 – Revised procedures for suspension and dismissal of teachers and principals
- 0051/2018 – Revision of teacher salaries with effect from 1 October 2018
- 0062/2018 – Clarification in relation to Religious Education syllabus and religious instruction
- 0065/2018 – Acting-up arrangement and allowances
- 0066/2018 – Arrangements for the offer of severance terms

Other Correspondence

- IT Carlow – LOETB nomination to Governing Body
- IT Carlow – Student representatives term of office expiring

5. Chief Executive's Report

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

5.1 Corporate Governance and Administration

Report of statutory investigation into Kildare and Wicklow ETB: Response to Secretary General DES

The Chief Executive reported to the board on the governance structures that are in place in KCETB. With board approval, the report will be submitted to DES.

KCETB premises in Slieverue (former Vocational School)

Ger Frisby left the meeting due to a conflict of interest with regard to this item.

Since the last board meeting, the members of the executive and the Chair of the board met with representatives of the Jonah Special School and Slieverue Community Resource Centre Company. The purpose of the meeting was to hear from both interested parties and allow the executive to prepare a report for the board. Both parties were informed that the granting of a lease is a reserved function of the board; the executive's function is to provide the board with all relevant information.

Both parties made short statements outlining their position in respect of the KCETB building.

The executive made the following recommendation to the board:

KCETB has statutory responsibility for the provision of educational facilities in its area: Jonah Special School is providing education opportunities for children and young people with complex learning needs. The school has received very good feedback from a recent Whole-School Evaluation Report.

The Department of Education and Skills has requested KCETB to facilitate the Jonah Special School's continued occupancy of the building. If the school gets a long lease on the building, it will be in a position to obtain funding from the Department for refurbishment, to provide enhanced facilities and allow scope for future expansion.

The school's Board of Management has indicated that they are willing to facilitate the community use of the building in the future. The BOM has also offered to co-opt two community representatives, to include a nominee of the ETB.

KCETB is committed to maintaining good relationships with the Slieverue community, and will continue to explore opportunities for enhanced community engagement in the future. However, there are considerable risks to the ETB arising from the poor condition of the building if it is not refurbished.

Having considered the issues objectively and carefully, the executive made the following recommendation, which aims to meet the needs of both the school and the community as far as possible and practicable.

The executive recommended to the board that:

1. A 10-year lease is granted to the Jonah Special School, with the rental amount to be agreed in consultation with the Department
2. The conditions of the lease include a stipulation that the building be made available for use by community groups in accordance with the DES guidelines and in compliance with standard KCETB procedures for use of school buildings
3. Use of the building by community groups (other than the playgroup) is confined to after school hours, in accordance with Child Protection and Health and Safety legislation.

The offering of a lease is a board function; the executive will work with the decision of the board. Following discussion, the recommendation of the executive was approved, as proposed by Mary Hilda Cavanagh, seconded by Joe Malone and agreed.

Following conclusion of this item, Ger Frisby re-joined the meeting.

5.2 Schools

Director of Schools Eileen Curtis presented the Schools report.

Teaching and Learning

School Enrolment 2018/19

- Mainstream Students – 4301
- Post-Leaving Certificate (PLC) Students – 1039
- Final Teacher Allocation – 421.78 wholetime equivalents

Teaching and Learning Workshop

A further Teaching and Learning Workshop with Mike Hughes will take place in Hotel Kilkenny on 29 November 2018.

Digital Strategy for Schools

As part of the Digital Strategy for Schools the first of a series of workshops for teachers took place on 8 November. There will be four further sessions over the course of the year designed to promote the use of ICT in teaching and learning in our schools.

Inspection Reports

- Child Protection and Safeguarding Inspection – Grennan College
The inspection report has been received. The recommendations from the inspection will be implemented.
- Whole School Evaluation (Management, Leadership and Learning) - Abbey Community College.
The inspection is currently taking place in the school with feedback to be provided on 29 November. The written report will follow in due course.

Governance and Management of Schools

- Staff allocation and interview process is substantially complete.
- Preparation is taking place with Carlow Institute of Further Education and Training and Tyndall College for next year.
- As part of the Digital Strategy for Schools Programme, we are currently providing mobile devices for digital leaders in schools.
- Confirmation of a revised Admissions Policy for the following schools:
 - ❖ Coláiste Mhuire, Johnstown
 - ❖ Tyndall College, Carlow
 - ❖ Borris Vocational School, Borris.
- The Department of Education and Skills has recently introduced a new form of Child Protection and Safeguarding Inspection for schools and centres of education. This inspection requires schools to be rigorous in their attention to all matters related to Child Protection. There is a requirement to provide a Child Protection Oversight Report at each meeting of a board of management. Further follow up will be done with school personnel in this area.

Board of Management Nominees

Tyndall College

- David Cowan – Community Nominee

Grennan College

- John O'Brien – Teacher Nominee
- Maura Cottrell – Teacher Nominee

Coláiste Aindriú

The concentration in this period is on enrolment for the 2019-2020 school year. A series of school visits has taken place and further follow-up visits will take place in the period ahead. The school is involved in the *One Book One Community* initiative again this year. A guidance inspection took place in the school recently and the report of this will follow in due course.

5.3 Further Education and Training

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

Apprenticeships: During Apprenticeship Week, KCETB was live on KCLR each morning discussing apprenticeships. As well as KCETB staff, apprentices and local employers spoke about the value of work-based learning and the range of trades, subject areas and qualifications available through the apprenticeship route. Each day KCLR focused on a different trade area, and local employers included those from the Construction, Hospitality, Motor and Engineering sectors. Since September 2017 each of these areas has seen new apprentices register through KCETB.

The training unit at Purcellsinch is fully finished and the electrical apprentices are based there. A second group (28) of Electricians has started their phase two training. Eleven Commis Chef apprentices have also started their Level 6 programme with Training Services.

Youth Employability Initiative: The Department of Children and Youth Affairs has announced funding for a Youth Employability Initiative 2018-19 (funded through Dormant Accounts), and administered through KCETB. This initiative is to help young people develop their personal and social competencies and attain a level of confidence with a view to preparing them for progression in their employment lives and engagement in the available programmes or services. The initiative is open to community, voluntary and not for profit organisations who demonstrate a track record of working with the target group.

QQI Quality Assurance Report: KCETB has established its Oversight QA Committee to oversee all QA procedures within KCETB. This group has met four times this year to date. One of the sub groups of this structure, the Assessment Working group has met twice and has begun to review all KCETB's assessment policies.

The most recent reports available from QQI show that in 2018 to date, QQI has made 4743 awards to learners in KCETB. 1604 recipients were male and 3139 were female. 1208 awards were made in the

Health and Welfare area, 815 awards in Business, Admin, Office and 306 awards in the Agriculture, Forestries and Fisheries category.

Developing best practice for family literacy activity in Ireland: Between October 2018 and February 2019 a national research project will take place into best practice in family literacy activity. The study was commissioned by SOLAS, the Further Education and Training Authority and is supported by NALA, the National Adult Literacy Agency. Dr Ann Hegarty and Dr Maggie Feeley will conduct the research with KCETB on Fri 16 Nov, using St John's Junior School Kilkenny as an example of best practice.

Youthreach Fest: Youthreach celebrated 30 years in October, at a gala awards event at Blanchardstown. On Wednesday 24 October, Kilkenny and Carlow Youthreach learners and staff joined over 1,500 other young people, 500 staff and over 100 invited guests and stakeholders in the Sport Ireland National Sports Campus in Blanchardstown for a festival of sport, fun, learning and information named YRFEST! The event was organised by the National Association of Youthreach Co-Ordinators.

Award Ceremonies: Learners from Carlow Institute of Further Education and Training, Ormonde College and BTEI Carlow were all presented with their awards over the last number of weeks. Nearly 1000 learners received awards from Levels 3 to 6 for courses completed between 2017 and 2018. Along with this, 75 apprentices from KCETB received their Advanced Craft Certificate at a ceremony in Waterford Institute of Technology on 2 Nov. This was a regional event hosted by WWETB. Minister Halligan gave the keynote address.

5.4 Organisational Support and Development

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

Human Resources

Appointments

- Triona Delaney has been appointed to the position of Head of Corporate Services
- Sinead Blanchfield has been appointed to the position of Music Generation Development Officer (Kilkenny)

Corporate Services

Review of Leases: approval of the following leases

- Unit 5, Lorglenn Business Park, Hacketstown Road, Carlow (CIFET-Dog Grooming)
- Unit 1B Burrin Street, Carlow (BTEI, Carlow)
- Burrin Street, Carlow (BTEI, Carlow)
- 1-3 Granby Row, Carlow (VTOS)
- Gowran Park, Hospitality Commis Chef Training (Training Services)
- Ormonde College, City Presbyterian Church (PLC Course)
- Adult Education Offices, 42 Upper Patrick Street, Kilkenny (Admin. Offices)
- Unit 7, Danville Business Park, Kilkenny (BTEI, Training Centre)
- Scoil Aireagail, Ballyhale, Co. Kilkenny (Playing Field)
- Grennan College, Thomastown, Co Kilkenny (PLC - Mill Carpark)

Capital Projects

1. **Coláiste Mhuire, Johnstown** – new classrooms, ASD unit
2. **Grennan College, Thomastown** – emergency works on electrical system, roof repairs completed, sanction for additional accommodation received from Department, emergency works for chimney repair
3. **Borris Vocational School** – new classrooms, ASD unit, emergency pipe/boiler works
4. **Kilkenny Schools Campus** – sanction received from the Department, legal and valuation work still ongoing
5. **Tyndall College/CIFET** – construction ongoing on site, may be possible for buildings to open on a phased basis
6. **Abbey Community College** – sanction received for emergency roof works
7. **Duiske College, Graignueamanagh** – partial emergency repairs completed
8. **KCETB Training Services, Purcellsinch** – in operation
9. **KCETB Training Services, Gowran Park** – in operation

Finance

The Income and Expenditure reports for September and October 2018 were presented.

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. Chairperson Peter Cleere noted that the forum is available to discuss issues that board members consider relevant and appropriate.

8. Matters for approval or confirmation by the Board

181115 – KCETB 01 Minutes of Meeting

Adopt recorded minutes of meeting held on 4 October 2018. These minutes will be published online. Correspondence received and noted.

181115 – KCETB 02 Chief Executive's Report

For adoption

181115 – KCETB 05 Corporate Services

Approve leases

181115 – KCETB 06 Finance

Overdraft facility

181115 – KCETB 07 Finance

Approve Finance Committee report

Unless previously stated the above items for approval/adoption were proposed by Mary Hilda Cavanagh, seconded by Fidelis Doherty and agreed.


9. Date of Next Meeting

To be confirmed

10. Other business with prior permission of chair

Members of the board and executive extended their gratitude, appreciation and best wishes to Chief Executive Cynthia Deane on her upcoming retirement.

Signed:



Date:

17/11/19.