

Kilkenny and Carlow Education and Training Board
Minutes
16 November 2021

Date: 16 November 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, Matthew Kenny, Thomas Kinsella, Patrick O'Neill, Noel Phelan, Clare Ryan.

Also in attendance: Chief Executive Eileen Curtis; Director of Further Education and Training Martha Bolger; Director of Schools Pauline Egan, Executive support Amy Deering

Apologies: Michael Delaney, Eamonn Doheny, Ger Frisby, Adrienne Wallace, Director of Organisation Support and Development Liam Scott

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 Ger Frisby on becoming President of ETBI.

3. Minutes of board meeting held on 14 September 2021

The minutes of the meeting held on 14 September 2021 had been circulated to board members in advance (Document 161121 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Mary Hilda Cavanagh seconded by Clare Ryan and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 14 September 2021.

4. Matters arising from minutes

No matters arising

5. Correspondence

Department of Education Circular Letters – to be implemented

- 0045/2021- Covid Learning and Support Scheme (CLASS)
- 0047/2021- Guidelines for the use of Reduced School Days in Schools
- 0048/2021- Home Tuition Grant Scheme for children without a school place
- 0049-2021-Home Tuition Grant Scheme in respect of Maternity Related Absences
- 0050/2021- The managerial authorities of recognised primary schools, special schools and the chief executives of education and training boards COVID-19 operational supports for the 2021/22 school year
- 0051/2021- Revision of salaries of certain grades other than Teachers and SNAs employed by ETBs with effect from 1 October 2021
- 0053/2021- Revision of Salaries Clerical Officer and Caretakers 78/79 schemes with effect from 1 October 2021
- 0055/2021- Revision of Salaries for Special Needs Assistants (SNAs) with effect from 1 October 2021
- 0056/2021- Revision of Teacher Salaries with effect from 1 October 2021

Other Departmental correspondence – for information

- DoE- Publication of KCETB Annual Report 2020
- DoE-Planning for school places 2022 and beyond

- DoE-COVID-19 funding for Term 1 of 2021/2022 school year
- DoE-Meeting to review Oversight Agreement, Performance Delivery Agreement and Annual Service Plan
- DCEDIY- UBU New Services 2022/2023
- DCEDIY- Targeted Youth Employability Support Initiative 2021-2022

Other correspondence

- IPB- COVID-19 Ex Gratia Premium Credit
- SOLAS- MAEDF 2021 Review of Outcomes/Funding

6. Chief Executive's Report

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

6.1 Corporate Governance and Administration

Annual Report

Notification has been received from the Department of Education that the Annual Report 2020 has been laid before the Houses of the Oireachtas in accordance with Section 28(1) of the Education and Training Boards Act, 2013. This is now available on the KCETB website as required.

Business Continuity

Schools and centres are operating as normal and following the public health guidance. The Business Continuity Group continues to meet to support the re-opening process and to ensure that the maintenance of our services continues during this period. Grateful thanks were extended to all staff for their ongoing co-operation during the period.

Financial Shared Services

Following the successful transfer to Payroll Shared Services in May 2020 KCETB are now scheduled to transition to the SUN Financial System in January 2022. This is a national project for ETBs and will lead to the introduction of an upgraded financial system for the ETB. Project planning and training is ongoing in preparation for the transfer.

Administration

The DE/DFHERIS have sanctioned a number of new posts for KCETB – an APO to enable the appointment of a Head of Corporate Services, an Employer Engagement post, Buildings Officer and a number of instructor posts to support the roll out of additional apprenticeship places.

Meeting with DE representatives

As part of our Oversight Agreement and Performance Delivery Agreement with the DE a formal meeting is scheduled annually. The meeting for 2021 is scheduled for 10 December with the Chairperson and members of the executive.

South East Regional Enterprise Plan 2022 – 2024

A submission has been made on behalf of KCETB to the South East Regional Enterprise Plan 2022 – 2024 highlighting the need to develop specific FET facilities in the KCETB area.

Kilkenny Campus

KCETB has received approval from DE to move to the next stage of the project. It is anticipated that a planning application for the development of the two schools and sports hall will be submitted shortly.

Board of Management Vacancies

Nominees were sought to fill vacancies on the following school boards of management:

- Borris Vocational School
- Coláiste Aindriú
- Coláiste Mhuire
- Coláiste Eoin
- Tullow Community School

6.2 Schools

Director of School Pauline Egan presented the following report:

Teaching and Learning

- All schools continue to remain open for Teaching and Learning during this global pandemic.
- **School Enrolment 2021/22**
 - Mainstream Students – 4,929
 - Final Teacher Allocation – 431.65
- **Junior Certificate results** were of a high standard across our schools and students and staff are congratulated on their hard work.
- **KCETB Inaugural Teach Meet**, a professional learning event took place Saturday, 09 October. The event was a success and was well promoted on social media.
- All our schools are in the Admissions Process for enrolment for 2022/23.
- **KCETB LEADERSHIP DEVELOPMENT PROGRAMME 2021/22**-This programme being delivered by Dr. Joe O'Connell is in its' second year. The programme aims at building the leadership capacity of the AP1 teams in our schools to support and work

collaboratively with principals and deputy principals on an identified need/action by the leadership team in the school/college.

- **Induction for New Teachers** - The final session took place on Monday, 8 November. The theme of the session was Effective Communication and Building Positive Relationships in the school community.
- **Student Councils** -Training for Link Teachers of Student Councils in our Schools took place on Tuesday, 9 November. This was a Train the Trainer Module on promoting student voice and leadership.
- **ETBI SEN Project on Inclusive Training**–The project involves training Inclusion Coaches to support our schools in mapping the special education needs (SEN) supports in our schools. While the project involves Duiske College and Coláiste Mhuire in the pilot, it is envisaged that Inclusion coaches would support professional learning across all our schools.
- **ETBI Ethos Project** – Borris Vocational School is involved in this pilot with ETBI and DCU. A Professional Learning Network has also been established by Annmarie Bergin, our Ethos Co-ordinator with the following schools:

School Involved	Lead Teacher
Tyndall College	Maria Quinn
Abbey Community College	Helen O Connor
Kilkenny City Vocational School	Hazel Butler
Borris Vocational School	Sarah Doyle
Coláiste Eoin	Mary Cummins

The first meeting of our Professional Learning Network took place on MS Teams on 14 October.

Inspection Reports

The following inspection reports have been received :

- Supporting the Safe Re-opening of Schools Inspection (SSRS) - Coláiste Mhuire, Coláiste Aindriú and Coláiste Eoin (relates to inspections in April, May 2021)

Full compliance was achieved by schools in these SSRS Inspections. Thanks were extended to the management, staff and Board of Management of the schools for their ongoing work in maintaining COVID-19 Measures to minimise the risk of the spread of infection.

The following schools have undergone Incidental Inspections:

- Duiske College
- Coláiste Aindriú

- Scoil Aireagail
- Coláiste Cois Siuire

Current Incidental Inspections are in the areas of:

- Teaching and Learning
- Anti-bullying Policy and its' implementation and review
- Reduced timetables

Verbal Feedback and engagement with the Inspectors has been very positive.

The written report has been received for Coláiste Aindriú, the others will follow in due course.

Governance and Management of Schools

- Staff allocation and the interview process is substantially complete.
- A pop-up briefing for principals on the School Meals Scheme took place on 29 September.
- ETBI Induction for new Principals and Deputies took place virtually on 1 October.

BOARD OF MANAGEMENT TRAINING

Training for members of Boards of Management of Schools/Centres in supporting members in their governance role around teaching and learning and school/centre improvement will take place on **Thursday 17 November, 6.30p.m. – 7.45 p.m.** The title of the Training is : ***“Deepening our understanding of the Teaching and Learning frameworks and processes advocated by the Department of Education in Looking at our Schools”.***

Confirmation of the following Chairs of School Boards of Management:

NAME OF SCHOOL	BOM CHAIRPERSON
Abbey Community College	Ger Frisby
Borris Vocational School	Peter Cleere
Coláiste Aindriú	Maire Lee
Coláiste Eoin	Jenny O'Regan-Byrne.
Coláiste Mhuire	Mary Hilda Cavanagh
Coláiste Cois Siuire	Martin Gordon
Coláiste Pobail Osraí	Caitlin Mhic Cárthaigh
Carlow Institute of Further Education and Training	Noreen Whelan
Duiske College	Peter Cleere

Grennan College	Patrick O' Neill.
Gaelcholáiste Cheatharlach	Caitlín Mhic Cárthaigh
Kilkenny City Vocational School	Deirdre Cullen.
Ormonde College	Peter Cleere
Scoil Aireagail	Deirdre Cullen
Tyndall College	Seamus Donohue

- **Ratification of new members of School/College Boards** - The following new members were presented for nomination to school/college Boards of Management:

School/College	Nominee	Name
Coláiste Mhuire	Staff Nominee	Michelle Harrahill
Carlow Institute of Further Education & Training	Community Nominee	Áine Gahan

- **Health & Safety**- First aid training for teachers is taking place during November. Two refresher programmes are running as well as three full occupational first aid programmes.

6.3 Further Education and Training

Director of FET Martha Bolger presented the following report:

FET Re-opening: Following many months of online tuition, FET learners are now onsite while still operating within social distancing rules. The return to face-face tuition has been welcomed by both learners and staff, and learner enrolments are increasing, particularly on part-time programmes. This will be reviewed as needed in light of any emerging public health advice.

Governance and Management

QQI Inaugural Review: The planning visit occurred on October 14 last. A number of meetings were held with the QQI Review Co-ordinator and Chair of the panel who met with KCETB's Senior Management Team and Review Steering Committee to highlight areas of interest for discussion in December. Additional documentation has been sent to QQI and the suggested schedule of meetings has also been submitted.

Recruitment: A new Youthreach Co-ordinator has been appointed to Carlow Youthreach. Sanction has also been received for a Grade 7 Buildings Officer.

Apprenticeship: SOLAS has confirmed funding and approval of the posts required for the Apprenticeship Emergency Response. 2.5 instructors, 2 administrators and an assistant / caretaker will be funded. Each post is confirmed on a two-year fixed term basis.

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. SOLAS has approved all of KCETB's recommendations totalling **€223,271**. The following groups received funding under the MAEDF:

- KCAT Arts Centre
- Twilight Community Group
- Windgap Community Development
- Kilkenny Leader Partnership and Kilkenny PPN
- L'Arche Communities Callan
- IWA Kilkenny
- IWA Carlow
- An Gairdin Beo, Carlow
- Camphill Initiatives for Social Ecology
- Kilkenny Leader Partnership
- Kilkenny County Library Service
- U Casadh
- Training and Support Kilkenny
- HSE Rehabilitation and Recovery Kilkenny
- HSE Rehabilitation and Recovery Carlow
- Family Carers Ireland (Carlow and Kilkenny)
- La Nua Community Employment Drug Rehabilitation Scheme
- Barrow Valley Community Development
- Mill Family Resource Centre
- Carlow IFET

- Ormonde College of Further Education

Teaching, Learning and Assessment:

PLC Census: The final PLC return is being submitted. Carlow Institute of Further Education and Training have 689 learners and Ormonde College have 214, a total of 903 learners in 2021/22.

Ministerial Visit: Minister for FHERIS Simon Harris visited Kilkenny Adult Learning Centre on Nov 15. He met with a wide representation of learners and discussed their future literacy, numeracy and digital skills needs with them. He praised the high standard of work that the learners displayed and encouraged all adults to get involved with further education.

Learners as Leaders Events

KCETB are partnered with Aontas to develop the capacity of our learners to participate in the Inaugural Review panel visit and to also develop our capacity to harness the learner voice. This training is taking place this month and aims to:

- Build advocacy, communication, and confidence skills
- Strengthen learner communities
- Develop leadership and representation
- Support engagement with stakeholders

Ratification of new members of FET Centre Boards - The following new member to FET Centre Board of Management was presented for nomination:

Centre	Nominee	Name
VTOS	Department of Social Protection – Kilkenny	Julianne Power

Other

UBU: Ossory Youth: Correspondence received from Ossory Youth has outlined the efforts that are ongoing to facilitate UBU in rural areas. KCETB has confirmed same to DCEDIY.

6.4 Organisational Support and Development

The following report was presented:

Human Resources

Appointments

Anne Marie Curley has been appointed as Youthreach Co-Ordinator in Carlow.

Recruitment

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

Recruitment campaigns have taken place to create: FET Tutors Panel, Clerical Officer Panel, Transport Escort Panel, and Caretaking and Cleaning Panel.

34 Post of Responsibility positions at AP1 and AP2 Level have been identified in schools and colleges across Kilkenny and Carlow ETB in accordance with Circular Letter 03/2018 and Information Note 22/2021. At present six positions have been filled with a further 19 positions closing week ending the 19 November.

Post of Responsibility Training

Training for Interview Panellists for Posts of Responsibility in Schools and Colleges took place on Thursday, 14 October 2021.

Corporate Services

Leases

- **Unit 6, Danville Business Park (For Multifunctional FET Classroom Provision) Term of Lease** – Should have stated “From date of Dept Sanction for 10 years – 31.08.2031” (September approval request stated” From 01.01.21”)
- **Music Generation Kilkenny – Rental of Storage Space for Musical Instruments**
Renewal of Lease – 01.12.21 to 31.05.22
- **Carlow Community Enterprise Centres Ltd - Unit 7 Enterprise House O Brien Road Carlow (Training Services)** - Renewal of lease - Period of cover 05.02.22 - 04.02.23
- **Grennan Mill Car Park, Thomastown, Co Kilkenny-Renewal of lease** – Period of cover 31.03.2022 to 30.03.2027

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 snag list for the new ASD Unit is being addressed.
3. **Kilkenny Schools Campus** -A pre-planning meeting took place on 12 Oct 2021 and the planning application is scheduled for submission in November.
4. **Gaelcholáiste Cheatharlach**-Sanction has been received for additional accommodation. Design work has commenced following the opening design team meeting which took place on 12 October.
5. **Coláiste Mhuire, Johnstown**-The competition for the design team has closed and the appointment of a project management evaluation team is due shortly.
6. **Coláiste Eoin, Hackettstown**- Tenders for building contractors to carry out the emergency roof works closed on 19 October. Works are scheduled to take two months and should be complete by year-end.

Finance

The income and expenditure reports for August and September 2021 were presented.

Overdraft Facility- Proposal for an application overdraft facility in accordance with circular letter 0066/2014

The Chief Executive requested permission to seek sanction from the minister for continuation of overdraft facility. This facility has never been required but it is considered appropriate to have the facility in place as a matter of financial prudence. The overdraft facility was proposed by Mary Hilda Cavanagh, seconded by Matthew Kenny and agreed.

7. Statement of Strategy 2022-2026

Under Section 27 of the Education and Training Boards Act 2013, each ETB is required to prepare a statement of strategy for every five-year period. The Statement of Strategy 2022 - 2026 has been developed over the past year and the draft copy was circulated and presented for the consideration and approval of the Board. The draft proposal was proposed by Mary Hilda Cavanagh, seconded by Andrea Dalton and agreed.

8. Board review of effectiveness

Section 4 of the Code of Practice for the Governance of ETBs 2019 stipulates that the “Board should undertake a self-assessment annual evaluation of its own performance”
The evaluation for 2021 has been circulated to all members. The board completed a review of its own effectiveness. The review highlighted performance and reiterated Board responsibilities and, the

members role in assisting with oversight of KCETB. The review was proposed by Andrea Dalton, seconded by Deirdre Cullen and agreed.

9. Risk Management

KCETB Risk Registers

- a. The Covid-19 Risk Register continues to operate and complement the Risk Register during the Covid-19 pandemic.
- b. A Risk Appetite for KCETB is required under the Code. IPB and ETBI are working on progressing this matter and we will strive to develop a template Risk Appetite over the coming months.

Finance Consolidation Project

- a. KCETB is scheduled to transition to the SUN Financial System in January 2022.
- b. Work has commenced on this challenging project with the implementation phase taking place from October 2021 to January 2022.
- c. The system will provide a more robust financial system and provide for enhanced levels of financial management.

Finance Committee

- a. A meeting of the Finance Committee took place on 11 November 2021. A report of this meeting to follow.

Audit and Risk Committee

- a. A meeting of the Audit and Risk Committee is scheduled for 17 November 2021

Governance and Management

System of Internal Control

The ARC will meet in November and December and will review:

- a. Audit Registers
- b. Assurance Declarations
- c. Risk Registers

Policy Management

- a. The Critical Situations Policy and the Corporate Procurement Plan were circulated to the Board for noting.
- b. A work programme is being implemented to address the Policy Compliance Internal Audit.

IAU Audits

- a. The Enrolment Audit Report is with the IAU Director.
- b. Site visits to schools for the Internal Audit on School Meals commenced on 1 November and are now complete.
- c. The Audit Report for Local Training Initiatives is with the IAU Director.

ICT and Cyber Security

- a. KCETB Cyber Security Working Group is progressing the Cyber Security Work Programme.

Charities Regulator

- a. The annual return to the Charities Regulator was lodged prior to the due date of 31 October.

Board Nominations

KCETB has two casual vacancies available which are required to be filled under section 37 of the ETB Act 2013. The following nominees have been recommended by the chair:

- John Hurley - Chambers Ireland
- Carmel Boyle- Proprietor Lady Anne Restaurant

The nominations were proposed by Tomás Breathnach, seconded by Deirdre Cullen and agreed

Seal of Kilkenny and Carlow Education and Training Board

Under Schedule 3 of the Education and Training Boards Act 2013 the seal of KCETB is authenticated by:

- a. the signature of the chairperson and the signature of a member of staff of the board authorised in writing for that purpose by the board, or
- b. the signature of the chief executive and the signature of a member of staff of the board authorised in writing for that purpose by the board

The Board was requested to authorise a) and b) above with a member of staff for this purpose being at grade 7 level or above. This was proposed by Fidelis Doherty, seconded by Thomas Kinsella and agreed.

Youth Work Committee

Section 10 of the Education & Training Boards Act 2013 ('the Act') sets out the functions of each Education and Training Board ('ETB').

The youth work function for an ETB is provided for in subsection (j), namely to: *"support the provision, co-ordination, administration and assessment of youth work services in its functional area and provide such information as may be requested by the Minister for Children & Youth Affairs in relation to such support."*

Kilkenny and Carlow Education and Training Board Youth Work Committee amended its terms of reference, on the 17 February 2021 and these were circulated to the board for approval.

10. (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.

10. (b) Report from ETBI Reserve Forum

A report from the ETBI Reserve forum was postponed until the next meeting.

10. (c) Report from Finance Committee

No report

10. (d) Report from Audit and Risk Committee

No report

11. Matters for approval or confirmation by the Board

161121– KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 14 September 2021. The minutes will be published online.

Correspondence received and noted.

161121 - KCETB 02 Chief Executive's Report

For adoption

161121 - KCETB 03 Corporate Services

Approve leases

161121 - KCETB 04 Finance

For approval, including application for overdraft facility.

161121 - KCETB 05 Statement of Strategy 2022-2026

For approval

161121 - KCETB 06 Board Review of Effectiveness

For approval

161121 - KCETB 07 Risk Management

For approval/adoption/noting, including authorisation of KCETB seal process and amended Youth Work Committee Terms of Reference.

161121 – KCETB 08 Board and Board of Management Nominations

For approval

161121 - KCETB 09 Report of Committees

For confirmation/ adoption
For information – BOM minutes

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

11. Other business with prior permission of the Chair

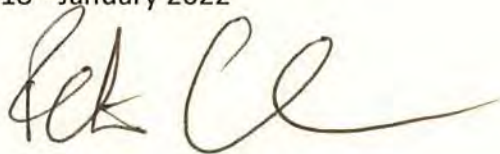
The board particularly welcomed the inclusion of the Apprentice option as part of the CAO process.

A presentation on KCETB Youth Work Co-ordination was presented by Mairead Donohoe and Saoirse Prendergast, Youth Officers.

12. Date of next meeting

Tuesday 18th January 2022

Signed:



Date: 18/01/22.

