



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



## Kilkenny and Carlow Education and Training Board Minutes 17 January 2019

Date: 17 January 2019  
Venue: Woodford Dolmen Hotel, Carlow  
Attendance: Fergal Browne, Mary Hilda Cavanagh, Peter Cleere, Michael Daly, Fidelis Doherty, Matt Doran, Ger Frisby, Breda Gardner, Karen Hennessy, Richie Manogue, Caitlín Mhic Cárthaigh, Jenny O'Regan Byrne, Diarmuid Ó Sé, John Pender, Eleanor Reddy, Keith Shirley, Maurice Shortall.

Also in attendance: Chief Executive (Acting) Eileen Curtis; Director of Organisation Support and Development Liam Scott; Director of Further Education and Training Martha Bolger, and Executive support Áine Murphy.

Peter Cleere (Chairperson) presided at the meeting

Apologies: Gerard Brophy, Andrea Dalton, Denis Foley, Joe Malone

### 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 15 November 2018 & 20 December 2018**

The minutes of the meetings held on the 15 November 2018 and 20 December 2018 had been circulated to board members in advance (Document 190117 – 02/03). The minutes were taken as read. The minutes of the board meeting held on 15 November 2018, proposed by John Pender, seconded by Fidelis Doherty and agreed, the minutes of 20 December 2018 proposed by Richie Manogue and seconded by Caitlín Mhic Cárthaigh, and agreed. Both minutes were recorded as a true record of the proceedings of the board meetings held on 15 November 2018 and 20 December 2018.

### **3. Matters arising from minutes**

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

The board sought clarification and reassurance regarding the KCETB premises in Slieverue (former Vocational School). The decision of the board on 15 November 2018 has been implemented by the executive and a lease has been signed with the Jonah Special School for a period of ten years.

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

### **4. Correspondence**

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

- 0067/2018 – Severance terms in the Civil and Public Service
- 0068/2018 – Prescribed material for Junior Cycle Irish – clarification 0035/2018
- 0069/2018 – Prescribed material for Junior Cycle Irish – clarification 0036/2018
- 0071/2018 – Revision of salaries for Special Needs Assistants
- 0072/2018 – Revision of salaries for clerical officers and caretakers employed under 1978/79
- 0074/2018 – Revision of salaries of all staff other than teachers and SNAs
- 0075/2018 – Revision of salaries of all staff paid directly by school or ETB
- 0079/2018 – Arrangements for implementation of the Framework for Junior Cycle
- 0082/2018 – Cost Limits for Post-primary School Buildings
- 0083/2018 – Curriculum-related developments at Senior Cycle
- 0084/2018 – Replacement of PRD with Additional Superannuation Contribution (ASC)



- 0085/2018 – Payment of Tool Allowance to Craft Workers
- 0001/2019 – Special leave for teachers – voluntary search and rescue organisations

**Other Departmental correspondence – for information**

- Office of Secretary General, DES – acknowledgement of KCETB’s response to Governance in ETBs
- Department of Education and Skills – Publication of Annual Report 2017
- Department of Education and Skills – Publication of ETB 2017 Accounts

**Other Correspondence**

- SEAI – Annual reporting of energy performance

## **5. Chief Executive’s Report**

### **5.1 Corporate Governance and Administration**

The Acting Chief Executive Eileen Curtis gave the Chief Executive’s Report.

**Submission of annual accounts for 2018**

Following the attendance of the Department of Education and Skills (DES) and a number of ETBs, including KCETB, at the Public Accounts Committee in November 2017, the Secretary General of the DES wrote to all ETBs regarding the timely submission of their accounts.

KCETB is committed to meeting the deadline of 31 March 2019 as we have done in previous years. Staff are currently working towards this deadline.

**Submission of Annual Report 2018**

As part of the new Code of Governance for ETBs which will issue later this year the submission of the Annual Report of the ETB will now be required before the end of June 2019.

KCETB will be making provision in line with these requirements.

**Ethics in Public Office and the Standards in Public Office Act.**

Each member of the Board of an ETB and each person holding a designated position of employment with an ETB must comply with the relevant provisions of the Ethics in Public Office Act, 1995 and the Standards in Public Office Act, 2001.

The Ethics in Public Office Act 1995 provides for disclosure of registrable interests by holders of designated directorships and occupiers of designated positions of employment in public bodies prescribed for the purposes of ethics legislation.

The following documents for completion were circulated to board members, to be returned to the Corporate Services department by Friday 25 January 2019 are;

1. Confirmation of understanding of obligations under the Acts (Form 1)
2. Statement of Interest under Ethics in Public Office Acts 1995 and 2001 for the period 1 January 2018 to 31 December 2018 (i.e. last year) (Form 2)
3. Disclosure of Business Interests for the period 1 January 2019 to December 2019 (i.e. this year) (Form 3)

The Chairperson informed the board that a meeting may be necessary prior to the scheduled meeting in March 2019, to appoint a Chief Executive when then recommendation is received from the Department of Education and Skills.

## **5.2 Schools**

Acting Chief Executive Eileen Curtis presented the Schools report.

All schools have resumed for the second term with preparation for mock, oral and practical examinations underway.

A series of in-service training sessions for school leaders and teachers, including cluster day training sessions are currently taking place regarding the further roll out of the new Junior Cycle.

A series of Teaching and Learning Workshops will take place on Thursday, 24 January and Friday 25 January for teachers from all schools. Planning for a third cohort of teachers for the 2019/20 academic year is currently being organised.

### **Inspection Reports**

- An MLL – Whole School Evaluation took place in Coláiste Cois Siuire in early December. Oral feedback was provided on 13 December.
- An MLL – Whole School Evaluation is currently taking place in Scoil Aireagail and feedback will be provided in late January.

The written reports will be received in due course.



### **Governance and Management**

- A review of posts of responsibility has taken place and recruitment is continuing.
- Preparation is continuing for the move of Tyndall College and Carlow Institute of Further Education and Training to their new buildings.
- A national programme of training for school leaders is currently being rolled out in respect of the introduction of the new form of Child Protection Inspection.
- Application forms and circulars in relation to job-sharing, career break and transfer for teaching staff have been distributed to KCETB schools and centres. The closing date for receipt of application forms is 1 February 2019.

### **Board of Management Nominees**

Gaelcholáiste Cheatharlach

- Deaglán Ó Laochra – Chair of Board of Management

### **Coláiste Aindriú**

The staff are currently working on various aspect of promotional work for the school and this will continue. Curricular planning for next year is being prepared at school level and this will form the basis of the subject provision in the next academic year. Congratulations is extended to the whole school community, especially the students, on their recent school variety show entitled 'Giz a Laugh'.

The board and executive extended their appreciation to staff of Coláiste Aindriu for their ongoing commitment and efforts. It was noted that across KCETB enrolment is strong and is a testament to the ongoing work of staff.

## **5.3 Further Education and Training**

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

**Youthreach Safeguarding Children Inspection Pilot.** Following an inspection last September, Youthreach Kilkenny has been deemed fully compliant in all areas regarding the Safeguarding Children pilot.

**Music Generation Kilkenny.** The Music Generation Co-ordinator for Kilkenny will take up her role on 11 February next. Ms Sinead Blanchfield will validate research carried out in 2017 and meet with stakeholders in the three areas identified in this research: Castlecomer, Thomastown and Ferrybank.

**Training Services:** Ciaran Conlon from SOLAS, visited on 13 Dec last following submission of a draft business plan to SOLAS. SOLAS has indicated to fund extending this premises for more apprenticeship and traineeship provision, over a two year period. This will include two apprenticeship plumbing classes, two kitchens for apprenticeship and traineeship and ICT rooms. Further work will be required on this proposal.

**SOLAS** have given an initial planning figure of €18,500,000 for 2019. This figure will increase with predicted growth in Apprenticeship, Traineeship and Skills To Advance (Employee Development). All courses for 2019 across all Further Education and Training are being finalised this week. All of the full time courses and all of the accredited part time courses are available to view on [www.fetchcourses.ie](http://www.fetchcourses.ie). Search the location for Kilkenny or Carlow.

The **SOLAS** Strategic Performance Agreement is being launched on 22 January next. It sets out targets for KCETB for 2018, 2019 and 2020. While figures are still being achieved for 2018 the targets with regard to learners receiving accreditation and awards at all levels have been reached.

KCETB is one of a number of ETBs that is involved in the **Revised Youth Funding Scheme**. This means that by 2020 all funding for Carlow Regional Youth Services and Ossory Youth will be provided from DCYA to KCETB and in turn to the youth service. It is anticipated that this will transfer to KCETB in the last quarter of this year.

**DIAGEO** has approached KCETB to co-fund a Learning for Life programme in Kilkenny this Spring. Learning for Life provides tools, training and skills in four key areas – hospitality, retail, entrepreneurship and bartending – and is designed to:

- Promote gender equality and empower women and girls
- Promote inclusive sustainable growth
- Promote skills, employability, and lifelong learning
- Promote better health and well-being.

Learning for Life matches high-potential individuals with vacancies within the industry and works to reduce the gap between people's skills and the competencies required by employers. The programme ensures work experience for at least 70% of participants, and this is arranged and monitored through DIAGEO.



### **Nominations for Committees/boards**

Nominations sought from board members for two committees/boards. A vacancy has arisen on the QQA oversight committee to replace Matt Doran. On the proposal of Fergal Browne, seconded by Mary Hilda Cavanagh and agreed, Fidelis Doherty will take up the position.

Breda Gardner accepted the nomination for the joint Youthreach board of Kilkenny and Carlow, as proposed by Mary Hilda Cavanagh and seconded by Michael Daly, and agreed.

Director of FET, Martha Bolger will give a statistical report on learners and courses at the next board meeting.

If people wish to apply for apprenticeships or training courses they can do so by contacting Training Services or Purcellsinch training facility. A tour of Purcellsinch will be arranged for board members.

It was noted that apprentices can approach KCETB directly, as sponsors may be in place to provide apprenticeships.

## **5.4 Organisational Support and Development**

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

### **Human Resources**

#### **Appointments**

Gillian Ryan – Assistant Manager, Training Services  
Emily Watchorn – Administrative Officer, Finance Department

#### **Recruitment**

Recruitment of BTEI Co-ordinator, Kilkenny and Adult Literacy Organiser, Kilkenny is ongoing.

### **Corporate Services**

#### **Leases due for renewal:**

1. Carlow Community Enterprise Centres Ltd, Unit 7 Enterprise house O'Brien Road, Carlow (Training Services) – 05.02.19-04.02.20
2. Adult Education office, 42 Upper Patrick Street Kilkenny – 01.01.19-31.12.19

## Capital Projects

The following update was given on Capital Projects;

- **Coláiste Mhuire** – new classrooms and ASD unit with a completion date of August 2019
- **Grennan College, Thomastown** – emergency work on electrical system, design work for additional classrooms, emergency works on chimney/wall complete, roof repairs to Equestrian centre complete, plastering work in Grennan Mill Craft School ongoing
- **Borris Vocational School** – contractor being appointed, emergency pipe/boiler works complete
- **Kilkenny Schools Campus** – Design Team Tender package being prepared, legal work ongoing
- **Tyndall College/CIFET** – construction ongoing on site, a month's notice will be provided to ensure a smooth transition
- **Abbey Community College** – additional funding to meet costs secured
- **Duiske College, Graiguenamanagh** – partial emergency repairs completed
- **KCETB Training Services, Gowran Park** – operations have commenced

KCETB's role and function in the Tyndall College/CIFET campus only begins upon completion, KCETB is not party to discussions between contracts and sub-contractors. It is now a critical time for schools with exams approaching. To facilitate a smooth transition, notice of one month will be required from the contractors.

## Finance

The Income and Expenditure reports for October and November 2018

Sanction has been received from Department of Education and Skills for an overdraft facility for 7 December 2018 to 6 December 2019.

The Finance Committee met on Thursday 10 January 2018 and reviewed the following;

1. Capital Projects Report
2. Income and Expenditure Report for October and November 2018
3. Contracts in excess of €50,000

## 7. Boards of Management

Minutes of meetings of committee(s) including school Boards of Management presented to the board for confirmation, proposed by Fergal Browne, seconded by Breda Gardner and agreed.

## 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

### **190117 – KCETB 01 Minutes of previous meeting(s)**

Adopt and recorded minutes of meetings held on 15 November 2018 and 20 December 2018. These minutes will be published online.

Correspondence received and noted.

### **190117 – KCETB 02 Chief Executive's Report**

For adoption

### **190117 – KCETB 03 – Admissions Policy**

Coláiste Mhuire, Johnstown- for adoption

This was formally withdrawn from proceedings as proposed by Mary Hilda Cavanagh, seconded by Maurice Shortall and agreed.

### **190117 – Corporate Services**

Leases for renewal

### **190117 – Finance**

For approval

All matters for approval/adoption, unless previously stated proposed by Fergal Browne, seconded by Caitlín Mhic Cárthaigh and agreed.

## 9. Date of Next Meeting

Thursday 21 March 2019, Kilkenny and Carlow ETB, Seville Lodge, Kilkenny

## 10. Other business with prior permission of chair

The meeting was followed by a presentation to staff recently retired from KCETB. Both the executive management team and board members expressed their appreciation to retiring staff for their commitment and dedication to KCETB.

Signed:



Date:

21/3/19.

