



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



## **Kilkenny and Carlow Education and Training Board Minutes**

Date: 18 May 2018

Venue: Council Chamber, Carlow County Council, Athy Road, Carlow

Attendance: Gerard Brophy, Fergal Browne, Peter Cleere, Andrea Dalton, Fidelis Doherty, John Pender, Eleanor Reddy, Ger Frisby, Richie Manogue, Keith Shirley, Jenny O'Regan Byrne, Karen Hennessy, 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 (Chair) presided at the meeting.

Apologies: Mary Hilda Cavanagh, Matt Doran, Denis Foley, Breda Gardner, Joe Malone, Caitlín Mhic Cárthaigh, Michael Daly.

## **1. Condolences and Congratulations**

Condolences to        Condolences were extended to those recently bereaved.

Congratulations:     Fiona Phelan, tutor in VTOS Kilkenny, awarded a City & Guilds Medal of Excellence  
Michael Moriarty, General Secretary of ETBI on his recent retirement.

## **2. Minutes of Board Meeting of 18 January 2018**

The minutes of the meeting held on 22 March 2018 had been circulated to Board members in advance (Document 180517-02). The minutes were taken as read. Proposed by Maurice Shortall and seconded by Fergal Browne, the minutes were recorded as a true record of the proceedings of the Board meeting held on 22 March 2018.

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

No matters arising.

## **4. Correspondence**

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

- 0020/2018 – Revision of Salaries in respect of certain staff (other than teachers or SNAs) employed by ETB's.
- 0022/2018 – Policy on Gaeltacht Education 2017-2022- Post Primary.
- 0024/2018 – Prescribed Material for Leaving Certificate English Examination in 2020.
- 0025/2018 – Sick Leave Scheme for Special Needs Assistants – changes to critical illness provisions
- 0026/2018 – Sick Leave Scheme for Teachers – changes to critical illness provisions
- 0027/2018 – Provision to allow certain ETB staff to remain in employment beyond compulsory retirement age.
- 0028/2018 – Prescribed Material for Junior Certificate/Junior Cycle Examination in 2020 and Leaving Certificate Examination 2020.
- 0029/2018 – Secondment Scheme for registered teachers
- 0030/2018 – Adjudication Process - Contracts of Indefinite Duration
- 0031/2018 – Arrangements for Election of Staff to ETBs (2018)
- 0032/2018 – Information in relation to Standardised Testing and other matters
- 0033/2018 – Business Syllabus - Leaving Certificate- Revised arrangements for updating of legislation

### **Other Departmental Correspondence – for information**

- Department of Education and Skills - Acknowledgement of receipt of KCETB Strategy Statement 2017-2021
- Email from Minister for Education and Skills, Richard Bruton TD – Development and Proposed actions on the schools reconfiguration and diversity process
- Letter from Minister Richard Bruton re appointments to the Governing Body of Carlow Institute of Technology.

### **Other Correspondence**

- Office of Comptroller and Auditor General - Special Report on Public Sector Financial Reporting for 2016
- SOLAS- Letter of FET Approved Funding 2018

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## **5. Chief Executive's Report**

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

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

Following correspondence from the Minister, KCETB is managing a survey among parents of pre-school children in Tullow and its hinterland to assess the level of demand for multi-denominational and non-denominational primary schools in the area. The board was advised of the process and timeline of events. It was noted that the outcome of the survey will inform ongoing discussions with the department and existing school patrons.

Since the last board meeting, the executive management team of KCETB and members of the board met with local Oireachtas members. During the meeting the strategic goals of KCETB were outlined, as were any issues or concerns. There was a broad acknowledgment of the work being done by KCETB in the region. The meeting was deemed helpful and informative; it is proposed to repeat the meeting on a bi-annual basis.

## **5.2 Schools**

Director of Schools, Eileen Curtis presented the Schools report.

### **Teaching and Learning**

All schools preparing for their end of year celebrations, exhibitions and the Junior and Leaving Certificate Examinations. Students and staff were congratulated on their efforts throughout the academic year. All students were wished well in their examinations and all students leaving school were wished well on their educational journey. The training cycle for the new Junior Cycle has been completed for this school year. The final Teaching and Learning Workshop with Mike Hughes took place on 23 April. A further series of workshops will commence in September.

### **Inspection Report**

Notification of a Whole School Evaluation – Management, Leadership and Learning was received for Coláiste Mhuire, Johnstown and their inspection took place over the past two weeks. The formal recommendations will be notified in due course.

### **Governance and Management of Schools**

- Staff planning for the 2017/18 school year is now at an advanced stage.  
The recruitment process for teaching positions for the 2018/19 academic year has commenced.
- School Principals are currently undertaking their planning for the next school year.
- Schools have engaged in a process of identifying the leadership and management needs and priorities of their school over the past couple of months following the publication of CL 0003/2018 (Leadership and Management in Post Primary Schools). Recruitment in respect of Posts of Responsibility has commenced in a number of our schools with further recruitment scheduled.
- **GDPR**  
The process of ensuring that schools are GDPR ready is ongoing with relevant information, policies, procedures, etc being circulated to schools. Specific training for school management will take place early in the next school year and many Principals have also attended regional Data Protection Training.
- **Digital Strategy for Schools**  
The second tranche of the school grant has been received. The proposal for the 2018/19 academic year is to promote digital learning in the classroom. Abbey Community College has piloted this project and it is proposed to roll this process out to other schools in the coming year.

### **Coláiste Aindriú**

Planning work is ongoing in the school with curricular planning for 2018/19 substantially complete. A meeting took place with the Department of Education and Skills in respect to staff allocation for 2018/19. A full review of the timetable and staffing has taken place and is now substantially complete in preparation for the next school year.

The KCETB Board extended best wishes to all those taking exams in the coming weeks and to those moving to the next chapter of their education. The Board also complimented staff across our schools and centres on their hard work and dedication over the course of the year.

### **5.3 Further Education and Training**

The report on Further Education and Training was presented by the Director, Martha Bolger.

**NALA AGM:** At the AGM of the National Adult Literacy Association, Noel Phelan a KCETB Learner was nominated to the Board of NALA. Noel has been a learner with Word Aid, Kilkenny Adult Literacy for a number of years.

**City and Guilds Medal of Excellence:** Fiona Phelan, Teacher at VTOS Kilkenny has been awarded a Medal of Excellence, recognising her success as a tutor. This year City and Guilds are awarding 85 medals internationally (in this category), and Fiona is the only medal winner in Ireland.

**South East Regional Skills Forum:** A Careers Showcase Event was organised by the SERSF and KCETB on 1 May at Institute of Technology Carlow. The main focus of the event was careers and those attending the event had an opportunity to learn about careers in the following areas:

- Life Sciences
- Engineering
- Information and Communication Technologies
- Financial Service
- Construction
- Hospitality

Presentations were given from industry experts and those actively working in the field. KCETB hosted a stand with representatives from Training Services, PLC and Adult Education presenting information.

**Refugee Resettlement:** Families continue to be resettled in County Kilkenny. Areas included are Piltown, Urlingford, Ferrybank and Rosbercon to date. The first families have also arrived in Carlow this week. English language classes are being provided for all adults through the KCETB Adult Literacy Service in both counties. KCETB hosted a training day for all agencies involved in the Refugee Resettlement Programme. Attendees on the day included staff from the HSE, County Councils, ETB Tutors, and the Resettlement Support Workers.

**VTOS EXHIBITIONS:** VTOS, Kilkenny are holding their annual exhibitions at McDonagh Junction. Woodcarving opened on 18 May. Art and Photography will be on display over the coming weeks.

**AONTAS National Adult Learner Forum:** The 3<sup>rd</sup> National Further Education and Training (FET) Learner Forum took place on Friday 13 April in Croke Park, Dublin. Thirteen learners from KCETB made a valuable contribution on the day by taking part in two key discussion sessions about their experience in FET and how their FET programme is currently meeting their needs.

**External Authenticators** have been booked for the forthcoming weeks to authenticate learner / student portfolios for submission to QQI. Levels 2 – 6 are being examined across 14 Centres, including Literacy, BTEI, VTOS, Youthreach and PLC. Learners will receive results in early June.

**Youthreach and VTOS** are in the final stages of preparing students for Leaving and Junior Certificate exams in June.

Arising from the recent QQI Executive Self Evaluation Report, KCETB is establishing its Quality Assurance (QA) Oversight Group, consisting of the CEO, KCETB Board nominee, FE college principals, Training Centre Manager, Adult Education Officers and Director of FET. This group will meet quarterly to review implementation of strategy and operational issues including quality assurance. Responsibility for the governance and oversight of quality-assured systems within FET programmes currently resides with this Oversight Group.

Six technical sub-committees are to be established to inform the work of the Oversight QA:

1. FET Forum
2. Programme Validation, Monitoring and Evaluation Group
3. Assessment Working group
4. Employer engagement/ Work based Learning Working group
5. Results Approval Panel
6. Policy and Procedure Group

A Board nominee was sought for the QA Oversight Group: Matt Doran was proposed by Ger Frisby, seconded by Maurice Shortall.

The chief executive also noted the ongoing governance and oversight role of SOLAS and QQI with regard to FET, and the level of change occurring at a national level.

## **5.4 Organisational Support and Development**

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

### **Human Resources**

#### **Retrospective Vetting**

With effect from the 1 May 2018, it is an offence for KCETB to permit any person whose work or activity involves having access to, or contact, with children or vulnerable persons to conduct relevant work or activities without having been vetted. Kilkenny and Carlow ETB has undertaken vetting in respect of all other members of staff to whom the Act is applicable.

#### **Retirement Planning Seminar**

A Retirement Planning Seminar took place in Seville Lodge on Wednesday, 9 May 2018. The seminar provided information on a wide variety of subjects such as superannuation and social welfare, insurance, taxation, financial planning and wellness in retirement.

### **Corporate Services**

**Unit 1B Meadowcourt, Burrin Street, Carlow (BTEI) – Change of ownership of Lease – Period of cover remains the same: 01/03/2017 to 30/11/2018**

**Units K & L, Purcellsinch, Dublin Rd., Kilkenny – (Training Centre Apprenticeship-Electrical)**

**New Agreement for Lease pending completion of building works**

Period of Cover 01/05/2018 to 01/09/2018; i.e. Duration of Building Works

### **Capital Projects**

Updates were given on the following Capital Projects;

- **Coláiste Mhuire, Johnstown-** new classrooms and ASD Unit. Emergency accommodation will be provided during construction.
- **Grennan College, Thomastown** - emergency works to electrical system. Roof repairs to commence.
- **Borris Vocational School** - new classrooms and ASD Unit, emergency works will be provided during the construction phase.
- **Kilkenny Schools Campus** - in project planning phase
- **Ormonde College of Further Education** - PLC facility to commence operations in September 2018
- **Training Services Facility, Purcellsinch, Kilkenny-** construction work to begin in May 2018, apprenticeship training scheduled for September 2018.
- **Tyndall College/CIFE-** the board were updated on the ongoing discussion at department level in relation to completion of works on the Kilkenny road site. Negotiations are ongoing and progressing, however, contingency plans for September have been developed for both schools.

Any Health and Safety issues in respect of buildings or groundworks will be addressed as part of the emergency works scheme.

## **Information and Communications Technology (ICT)**

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

## **Finance**

The Income and Expenditure reports February, March and April 2018 were presented.

## **6. Boards of Management**

Minutes of meetings of committee(s) including school Boards of Management were presented to the board for confirmation.

## **7. Report from ETBI Reserve Forum**

Ger Frisby gave a report on the ETBI Reserve Forum and reported to the board on appropriate matters.

## **Matters for approval or confirmation by the Board**

### **180517 KCETB 01 Minutes of ETB Meeting**

Adopt recorded minutes of meeting held on the 18 January 2018. These minutes will be published online.  
Correspondence received noted.

### **180517 KCETB 02 Chief Executive's report**

For adoption

### **180517 KCETB 03 Corporate Services**

Leases for approval

### **180517 KCETB 04 ICT Expenditure**

Draft ICT-related expenditure for 2018.

Matters listed above were approved as proposed by Fergal Browne and seconded by Ger Frisby.

## **10. Next Meeting**

The next meeting is scheduled for Thursday 5 July 2018 in the Heritage Council Headquarters, Kilkenny. Dates for meetings during the coming year will be discussed at this meeting. GDPR training will also be provided to board members at this meeting.

Signed:  Noel Doran

Date:  05-07-2018