



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



Kilkenny and Carlow Education and Training Board

Minutes

17 November 2020

Date: 17 November 2020
Time: 3.00pm
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, Jenny O' Regan Byrne, Fergal Browne, Caitlín Mhic Cárthaigh, Mary Hilda Cavanagh, Peter Cleere, Laura Conheady, Deirdre Cullen, Andrea Dalton, Michael Delaney, Eamonn Doheny, Fidelis Doherty, Ger Frisby, Matthew Kenny, 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: Eileen Brophy, Richard Manogue, Brian O' Donoghue, 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.

Tómas Breathnach was welcomed to the meeting and the Board of KCETB.

3. Minutes of board meeting held on 15th September 2020

The minutes of the meeting held on 15th September 2020 had been circulated to board members in advance (Document 171120 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Ger Frisby, seconded by Caitlín Mhic Cárthaigh and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 15 September 2020

4. Matters arising from minutes

No matters arising

5. Correspondence

Department of Education and Skills Circular Letters – to be implemented

- 0060/2020 Revision of Teacher Salaries with effect from 1 October 2020
- 0061/2020 Revision of Salaries for Special Needs Assistants (SNAs) with effect from 01 October 2020
- 0062/2020 Revision of Salaries of all staff paid directly by a recognised school or ETB with effect from 01 October 2020
- 0063/2020 Revision of Salaries for ETB Staff other than teachers and SNAs with effect from 01 October 2020
- 0064/2020 Revision of Salaries Clerical Officer and Caretakers 78 79 schemes with effect from 01 October 2020
- 0065/2020 Revision of Salaries Clerical and Maintenance Staff with effect from 01 October 2020
- 0066/2020 Revision of Third Level Salaries with effect from 01 October 2020

- 0067/2020 Advice on the use of assessment instruments/tests for Guidance or for additional and special educational needs (SEN) in post-primary schools
- 0068/2020 Emergency Works Grant Scheme: Migration to On-Line Applications and Minor Revisions of Scheme
- 0069/2020 New Arrangements and Procedures for Appeals under Section 29 of the Education Act 1998 effective from 12 November 2020 onwards
- 0070/2020 Curriculum and assessment related developments at Senior Cycle with particular reference to school years 2020/21 and 2021/22 and the postponement of implementation of revised specifications
- 0071/2020 Arrangements for the Election of Staff to Education and Training Boards (ETBs) (2020)
- 0073/2020 Updated Guide to Child Protection and Safeguarding Inspections in Post-Primary Schools
- 0074/2020 Arrangements for schools to have in place appropriate contingency measures to ensure that schools are prepared to continue to support teaching and learning in the event of a partial or full closure of schools arising from Public Health advice

Other Departmental correspondence – for information

- Email from DES- ETB Leased Properties process and application form
- Email from DES- Publication of the Annual Report 2019

Other correspondence

- **DCYA**- Covid-19 Minor grant Scheme for Youth Services and Youth Clubs
- **DCYA**- ICT Investment Grants for Youth Services and Youth Clubs
- **IPB Insurance** - IPB Sponsorship- ETB Music Generation Musical Instrumentation Fund 2020-2022
- **C&AG**- Kilkenny and Carlow ETB Audit Certification 2019/Management Letter

6. Chief Executive's Report

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

6.1 Corporate Governance and Administration

Board Training for members

It was noted that Crowe Ireland has been engaged to provide governance training for ETB boards throughout the country. While initially scheduled for May the session had to be postponed, and the training would follow the meeting.

C&AG Audit 2019

Formal correspondence in respect of the 2019 Annual Financial Statement has been received. A representative of the C&AG has engaged with the Audit and Risk Committee and provided the necessary assurance in respect of this.

Meeting with DES representatives

As part of our Oversight Agreement and Performance Delivery Agreement with DES a formal meeting took place on Thursday, 12 November with the Chairperson and members of the executive team. The focus of the meeting was on the following areas:

- Review of the Oversight Agreement
- Review of the Performance Delivery Agreement
- Appraisal of Service Plan
- ETB Governance
- ETB Property

Chairperson Peter Cleere extended thanks to KCETB executive team and members of the board for their hard work and dedication in reaching the targets as part of the Oversight Agreement and Performance Delivery Agreement.

Payroll Shared Services Project

KCETB has received a new scheduled transfer date of May 2021. KCETB are currently involved in the preparation phase and envisages that it may involve a reconfiguration of services into the future with additional accommodation requirements in Carlow.

Business Continuity Planning – COVID 19

The Business Continuity Planning Group meets regularly to support the re-opening process and to ensure that the maintenance of our services continues during this period. Schools and centres have been operating as normal following the public health guidance.

As part of our operational procedures under Level 5 we have further modified access to our offices in Carlow and Kilkenny with managed access for priority tasks. Grateful thanks was extended to all staff for their leadership and co-operation during this process.

6.2 Schools

Director of Schools Pauline Egan presented the schools report.

Teaching and Learning

- All schools continue to remain open for Teaching and Learning during this global pandemic.
- School Enrolment 2020/21
 - Mainstream Students – 4674
 - Post Leaving Students – 1040
 - Final Teacher Allocation – 471.41
- Junior Certificate results were of a high standard across our schools and students and staff are congratulated on their hard work.
- A Deputy Principals Network Meeting took place on MS Teams on 08 October, focusing on **Delivering High Quality Teaching and Learning during a Global Pandemic**.
- **KCETB LEADERSHIP DEVELOPMENT PROGRAMME 2020/21** -This programme being delivered by Dr. Joe O'Connell, 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.

Inspection Reports

The following inspection reports have been received:

- Management, Leadership & Learning, (Whole School Evaluation)- Grennan College
- Child Protection Safeguarding Inspection (CPSI) – Coláiste Eoin
- Home Economics Subject Inspection – Abbey Community College
- French Subject Inspection – Scoil Aireagail.
- Supporting the Safe Re-opening of Schools Inspection (SSRS) - Abbey Community College.

Thanks was extended to the management, staff and Boards of Management of the schools for their ongoing work and the recommendations of the reports will form part of the schools work programme for the coming years.

- A Whole School Evaluation - The Board of Management of Tyndall College received the verbal feedback on 22 October on the Management, Leadership & Learning (MLL) Inspection, which took place on 9, 10 & 11 March. The draft report for factual verification will issue in due course.
- Follow-up Child Protection and Safeguarding (CPSI) Inspection - Coláiste Eoin

The written report will follow in due course.

Governance and Management of Schools

- Staff allocation and the interview process is substantially complete.
- A new Deputy Principal Laetitia Moloney has been appointed to Carlow Institute of Further Education and Training, with the appointment effective from 30 November.

- Training for Members of Boards of Management for Schools/Centres on Child Safeguarding, Governance and Oversight will take place online on Thursday 26 November.
- A pop-up briefing for principals and deputies on Preparing for a Child Protection and Safeguarding Inspection(CPSI) took place 06 November on MS Teams.
- A Briefing for principals, deputies and Youthreach Co-ordinators on the legislative changes with respect to Section 29 of the Education Act 1998 took place on 13 November on MS Teams.
- A **Corporate and Financial Governance** briefing for School Leaders on KCETB's Financial Guidelines will take place on 10 December.

KCETB Covid-19 Briefings for Schools

- A pop-up briefing for principals on MS Teams on Managing a Confirmed COVID Case took place on 14 September.
- A Briefing for Programme Co-ordinators (TY and LCVP) took place on 22 September. IPB together with staff from corporate services provided a training briefing around risk assessments when organising buses, school trips and activities off site e.g. work experience/ volunteer work connected to school related projects e.g. Gaisce, etc.
- A Pop-up briefing on Inspections on Supporting the Safe Re-opening of Schools (SSRS) took place with principals on 13 October.
- A COVID Risk Assessment template has been issued to all schools, that is an addendum to their school's Health and Safety Statement.

The board extended thanks to the CE, staff, schools, centres and head office staff on their continuous efforts to keep services running efficiently during COVID-19.

Appointment to BOM

Ormonde College: Valerie Lawlor- Learner nominee
John Donovan – Learner nominee
Christine Matthews -Teacher Nominee;
Peter Cleere - Chairperson

Kilkenny City Vocational School: Cllr Joe Malone – Community Nominee

Coláiste Pobail Osari : Malcom Noonan – Community Nominee

The above appointments were proposed by Deirdre Cullen, seconded by Ger Frisby and agreed.

6.3 Further Education and Training

Director of FET Martha Bolger, presented the further education and training report.

Governance and Management:

Business Continuity: Level 5 restrictions came into effect on 22 October last. For Further Education and Training this meant that PLC, VTOS and BTEI tuition moved online apart from practical elements of modules in hairdressing, beauty, engineering etc. Youthreach, Adult Literacy, CTCs, STPs and Community Education continues on site and in class working with vulnerable learners and those at risk of not engaging.

PLC The PLC returns normally completed annually on 30 September, were delayed until 30 October. The following data was recorded on that date:

Carlow IFET	744
Ormonde College (including programmes at Grennan)	281
Duiske College	14
Total	1039

Mitigating Educational Disadvantage Fund - A SOLAS presentation regarding an open call for extra funding for Mitigating Educational Disadvantage took place on 2nd November. There are 4 categories for funding:

- Digital Technologies
- Learner Assistance
- Mentoring / Reconnecting
- COVID/Exceptional Circumstances

The purpose of the Mitigating Educational Disadvantage Fund is to assist community education providers to increase capacity and address the decline in participation of disadvantaged learners particularly those on literacy and basic skills programmes at NFQ levels 1 to 3

IPB provided a briefing for FET Managers on 22 October and focused on work placements and the risks associated with this during COVID and non COVID times.

Teaching, Learning and Assessment:

DEIS TO FET Open Days were held on 9th and 11th November. This inaugural Virtual Open Day for all ETB schools included presentations on FET, videos and question and answer sessions on FET programmes.

QQI held an informal Dialogue Meeting with our FET Services on 20 October focusing on progress to date with the 2020 Quality Improvement Plan (QIP). Updates were provided in relation to the QIP, the new Assessment Policy and the current challenges for FET. QQI commended KCETB on the large volume of learner data which was included in the submission to the Teaching, Learning & Assessment Report earlier this year.

50 Shades Greener is a collaborative pilot programme led by KWETB, for an innovative Green E-Learning module, to support the Hospitality and Tourism sector businesses to reduce both their costs and carbon footprint. A number of staff have completed the Fifty Shades Greener Train the Trainer programme and are now licensed to deliver this training to the hospitality sector.

Co-ordination of Other Programmes

Music Generation Kilkenny: Music Generation Kilkenny's expansion has been impacted due to COVID 19 restrictions. Kilkenny LMEP is proposing to revise the focus of the programme for the remainder of 2020 and for 2021 to enable the programme to ensure increased growth and participation, providing access to music education to as many young people as possible.

Music Generation Carlow The Department of Education and Skills' newsletter, now also the newsletter for the Department of Further and Higher Education, Research, Innovation and Science, features Ewan Hutchinson, a former Tyndall College student. He has been involved with Music Generation Carlow through the school's Brass & Reed Programme and Boombrassic, Music Generation Carlow's County Brass & Wind Band.

Youth Work Webinar Briefing A briefing on the priorities for Youth Work as guided by KCETB was held on November 10.

6.4 Organisational Support and Development

Liam Scott Director of OSD presented the OSD report.

Human Resources

Recruitment is ongoing primarily for replacement personnel to cover various forms of leave. All interviews are being conducted online during Level 5 restrictions

Corporate Services

Leases

- **Carlow Community Enterprise Centre – Training Services** Term of Lease – 05.02.21 to 04.02.22
- **Unit 3 Danville, BTEI Kilkenny** Term of Lease – 01.04.21 to 30.03.23
- **Grennan Craft Mill** Renewal of lease – 01.01.21 to 31.12.21

Capital Projects

1. **Grennan College, Thomastown** - A building contractor is in the process of being appointed to construct an extension.
2. **Borris Vocational School** - Construction is progressing and the project is scheduled for completion in March 2021.
3. **Kilkenny Schools Campus** - Stage 2 of the project is progressing with detailed design specifications being prepared by the architects.
4. **Abbey Community College** - Work is progressing on the summer works scheme which will upgrade electrical safety infrastructure.
5. **Duiske College** - Emergency works in respect of improvements to the sewerage infrastructure has been completed.
6. **Coláiste Mhuire, Johnstown** - An application for additional temporary accommodation of classrooms has been submitted to DES.
7. **COVID 19 Minor works** - Work is ongoing in many schools to facilitate continued service in line with public health advice during the COVID 19 pandemic.

Finance

The income and expenditure report for August and September 2020 were presented.

EFT Banking Facilities

Approval from the board was sought for the continuation of the Electronic Fund Transmission (EFT) facility from Bank of Ireland in the amount of €4,657,000 until March 2021.

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.

Payroll Shared Services Project

A detailed Project Plan has been agreed with ESBS and will require a substantial investment of staff time.

Governance

Apprenticeship and Learner Payments Shared Service Project - A number of system issues have arisen with Apprenticeship and Learner Payments, this may present a risk to further transfer of payments until these matters have been resolved.

Audit 2019 - The management letter and audit report was received by KCETB on 13TH October 2020. Senior management will advise management in schools, centres and offices of actions required to address the C&AG's recommendations.

Policy Compliance Audit - The IAU-ETBI is currently conducting an Audit on Policy Compliance and is scheduled to report in 2020.

LTI Audits -The IAU – ETBI are to conduct an audit on Service Level Agreements for Local Training Initiatives.

ESF Verification Audits

- Two ESF Verification Audits that focus on the Back to Education Initiative (BTEI) for the years 2017 and 2019 have been submitted.
- Further information has been requested on the 2019 Audit.

KCETB Child Protection Policy - KCETB has developed a Child Protection Policy for its staff based on an ETBI template. The Policy is complementary to existing policies and will be implemented immediately.

ETBI Governance Training - Governance Training for all Chairpersons of ETB Audit & Risk Committees & Finance Committees will take place on:

- Thursday 26th November 2020 @ 10am-1pm (Audit & Risk Committee)
- Friday 4th December 2020 @ 10am-1pm (Finance Committee)

7. Risk Management

Chief Risk Officer, Liam Scott presented the Risk Management Report.

KCETB Business Continuity and Response Plans

- KCETB is operating its Business Continuity Plan and Response Plan to ensure appropriate management of services during the COVID-19 emergency. KCETB Business Continuity Management Team and Business Continuity Plan Committees meet regularly to manage the process.

Risk Registers

- A Covid-19 Register has been developed to complement the Risk Register during the Covid-19 pandemic.
- The Corporate, OSD, Schools and FET Risk Registers were reviewed in October with no modifications recommended at the present time.

Audit and Risk Committee

- The Committee are reassured that a robust system of governance is maintained by KCETB.
- The ARC are reassured by the contents of the Management Letter and congratulated all concerned.

- Work in progress regarding procurement expenditure was acknowledged.
- The Board nominated Andrea Dalton to serve as a member on the Audit and Risk Committee. Proposed by Peter Cleere and seconded by Fergal Browne

8. (a) Minutes and reports of Committees and Boards of Management

Minutes of Boards of Management and committees were noted or confirmed by the Board as appropriate.

9. (b) Report from ETBI Reserve Forum

Ger Frisby outlined the work of the ETBI Reserve Forum.

9. (c) Report from Finance Committee

A meeting of the Finance Committee took place on Tuesday 10 November 2020 at 4.30pm via MS Teams, the committee's activities included;

- Risk Management Report of the Chief Risk Officer
- The Executive Report outlining ongoing Capital works. Contracts in excess of €50,000 and the Income and Expenditure reports since March were circulated to the committee.
- The Committee carried out a review of their effectiveness and concluded they were operating adequately
- The next committee meeting is scheduled for Tuesday 15 December 2020.

9. (d) Report from Audit and Risk Committee

A meeting of the Audit and Risk Committee took place on Monday 12 October 2020 and 2 November 2020 via MS Teams, the committee's activities included;

- Risk Management Report of the Chief Risk Officer – as outlined previously in section 7
- Review of Audit on Previous and Current Internal Audit Recommendations
- Corporate Procurement Plan
- Martin Byrne, Senior Auditor addressed the Committee on the conduct and content of the audit on the 2019 AFS and discussed the findings of the Audit as presented in the Management Letter from the Office of the C&AG.
- Impact of Covid-19 on KCETB Control Environment- Office of the Comptroller and Auditor General

10. Matters for approval or confirmation by the Board

171120 – KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 15th September 2020. The minutes will be published online.

Correspondence received and noted.

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171120 – KCETB 02 Chief Executive's Report

For adoption/approval/noting

171120 – KCETB 03 Corporate Services

Approve leases and proposal to explore additional accommodation in Carlow.

171120 – KCETB 04 Finance- Overdraft Facility

For approval

171120- KCETB 05- Appointment of Board member – Tomás Breathnach to KCETB and Board Member - Andrea Dalton to the Audit and Risk Committee

For approval

Proposed by Peter Cleere, seconded by Fergal Browne and agreed

171120 – KCETB 06 Risk Management

For approval/adoption/noting

171120 – KCETB 07 Report of Committees

For confirmation/adoption - Audit and Risk Committee, Finance Committee

For information – BOMs

Unless stated previously the above items were adopted by the Board as proposed by Caitlín Mhic Cárthaigh, seconded by Noel Phelan and agreed.

10. Other business with prior permission of the Chair

Governance training for members

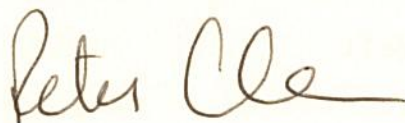
Fidelis Doherty joined the briefing.

Hugh Sullivan, Crowe Ireland Consulting presented Governance Training to the board. The training provided an understanding of the responsibilities and functions as a board member of KCETB.

11. Date of next meeting

The next meeting of the Board will take place on 19th January 2021 at 3.30pm on MS Teams.

Signed:



Date:

19/1/21