



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



## Kilkenny and Carlow Education and Training Board

### Minutes

18 February 2020

Date: 18 February 2020  
Time: 3.30pm  
Venue: Carlow Institute of Further Education and Training

Attendance: Fergal Browne, Mary Hilda Cavanagh, Peter Cleere, Laura Conheady, Michael Delaney, Eamonn Doheny, Fidelis Doherty, Ger Frisby, Matthew Kenny, Caitlín Mhic Cárthaigh, Brian O'Donoghue, Jenny O'Regan Bryne, Noel Phelan, Clare Ryan

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 Áine Murphy, Amy Deering

Apologies: Eileen Brophy, Deirdre Cullen, Andrea Dalton, Denis Hynes, Richie Manogue, Patrick O'Neill, Adrienne Wallace

The meeting was opened by Deputy Chairperson Mary Hilda Cavanagh.  
Chairperson Peter Cleere presided at the meeting upon his arrival.

#### 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.

The Board and executive extended congratulations to Tyndall College and Carlow Institute of Further Education and Training on the recent official opening of the campus. Thanks, was also extended to all those involved in the preparation for the opening.

## **3. Minutes of board meeting held on 21 January 2020**

The minutes of the meeting held on 21 January 2020 had been circulated to board members in advance (Document 240302 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Michael Delaney, seconded by Fidelis Doherty and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 21 January 2020.

## **4. Matters arising from minutes**

No matters arising

## **5. Correspondence**

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

- 0003/2020 – Teacher refund scheme 2019
- 0004/2020 – Work stoppage by TUI members teachers – 4 Feb 2020
- 0005/2020 – Standardisation of school year 2020/21/22/23
- 0006/2020 – Diversification of foreign languages provision in the curriculum
- 0007/2020 – Commencement of certain sections (Admissions to Schools Act)
- 0008/2020 – Post-graduate Diploma Programme of CPD
- 0009/2020 – Graduate certificate in the education of pupils on the AS spectrum

### **Other Departmental correspondence – for information**

- Department of Education and Skills – Letter of Determination for 2020

### **Other correspondence**

- QQI – Inaugural review of Quality Assurance in Education and Training Boards



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

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

### **6.1 Corporate Governance and Administration**

#### **Service Plan**

Under the requirements of the Education and Training Boards Act 2013 and the Code of Practice for the Governance of ETBs 2019, the Board are required to adopt an Annual Service Plan for submission to the DES prior to 1 March. KCETB's Service Plan was presented under section 7.

#### **Annual Financial Statements (AFS)**

The adoption of AFS is required by the Act and the Code and requires the Board to adopt the AFS prior to submission to the DES by 1 April.

#### **QQI Inaugural Review of Quality Assurance (QQI – Quality ad Qualifications Ireland)**

The first review of KCETB quality assurance procedures will take place in 2021 under section 34 of the Qualifications and Quality Assurance (Education and Training) Act 2012. As an initial part of this process the ETB must submit its self-evaluation report and a "provider profile". This is a critically important process for KCETB as it is the quality framework for the certification of awards in our FET area.

### **6.2 Schools**

Director of Schools Pauline Egan presented the schools report.

#### **Teaching and Learning**

- The third **Teaching and Learning Workshop** on the Magenta Principles took place in February.
- **Digital Strategy for Schools** –Tara Office 365 has been contracted to deliver two training sessions in schools for staff this term. Training focuses on using Office 365 – Microsoft Teams and One Note for teaching and learning purposes. We intend to pilot an online professional learning platform through Office 365 with our school leaders and explore its roll out for staff in schools for the 2020/2021 academic year.
- **Curricular Planning for the 2020/2021 year** is underway and CPD for school leaders took place in January.

### Inspection Reports

The following inspection reports are awaited:

- Management, Leadership & Learning, (Whole School Evaluation)- Grennan College
- Child Protection Safeguarding Inspection (CPSI) – Coláiste Eoin
- Home Economics inspection – Abbey Community College

Tyndall College recently received notice of an impending (MLL) Whole School Evaluation to be conducted in March 2020.

### Governance and Management of Schools

- **KCETB Carlow Campus Official Opening** - Minister of State, Department of Housing, Planning and Local Government John Paul Phelan T.D. officially opened Carlow Campus – Tyndall College and Carlow Institute of Further Education and Training on Wednesday, 29 January.
- **Kilkenny and Carlow ETB School Self Evaluation CPD** - the third session on *Leading School Self Evaluation in your School* took place on 13 February 2020.
- **Training for New Boards of Management for Schools, Colleges and Centres** - Further training took place on 23 January for those who were unable to attend the sessions previously delivered. BOM training for Secretaries also took place on 13 February and training for Chairpersons to be completed in February.

Members of the board suggested that Chairperson training be offered on an annual basis, as the Chairs of BOMs may rotate during the year.

- **ETBI Train the Trainer Board of Management Training** - five nominees from our ETB– Pauline Egan, Conor Power, Michelle Jefford, James Dermody and Maidlín Mhic Lochlainn attended the first training day in early February. There will be a further three training days this academic year.
- Applications in relation to job-sharing, career break and transfer for teaching staff closed on 1 February 2020.

Applications	2019/2020
Job Sharing	41
Career Break	13
Transfers	13

- A CPD Training on **Delivering Excellence in Guidance Provision** – for KCETB Guidance Counsellors will take place in February.



- Induction for newly appointed teachers and PME students - the third induction session on the theme of **Building Positive Relations in the School Community** is scheduled for February.

It was confirmed by the executive that Tyndall College will receive a specific grant amount due to the school being part of a PPP project.

### 6.3 Further Education and Training

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

**Youthreach Inspection:** Inspectors visited Youthreach Carlow in January. Overall, the Inspectors were very pleased with Youthreach Carlow. The findings and areas for improvement were outlined to Board members.

**QQI** hosted a briefing in February to formally launch the Inaugural Review of and for ETBs. The Inaugural Review will evaluate the implementation and effectiveness of an ETB's quality assurance procedures. This first review will have a particular emphasis on the arrangements established to date within the ETB to support the operation of its quality assurance system.

It has three objectives:

1. Governance and management of quality
2. Teaching, learning and assessment
3. Self-evaluation, monitoring & review

**DCYA: UBU** Your Place Your Space provides out of school supports to young people. These supports offer a wide range of quality activities, which are mainly community-based. The aim is to provide young person-centred community based and out of school youth services to young people in need of support. KCETB met with the CEs of Ossory Youth and Carlow Regional Youth Services and members of their boards to outline the areas of work from July 2020 – Dec 2023. Carlow RYS will focus on three projects: The Urban Area, Tullow & Environs, and the Carlow Youth Traveller Project. Ossory Youth will focus on Kilkenny City and a Rural Outreach programme looking at Graignamanagh, Goresbridge and Callan.

The Board raised concerns over the funding of special education across the education sector. The Chair informed the Board that KCETB representatives meet local Oireachtas members regularly and will use this forum to raise these concerns.

## 6.4 Organisational Support and Development

Liam Scott Director of OSD presented the OSD report.

### Corporate Services

#### Leases:

- St. Catherine's Creche Community Services Centre – 2014 to 2026
- Callan Technical School – Callan Boxing Club – 2006 to 2031
- Grennan Mill – Design and Crafts Council of Ireland – 01.01.2020 – 31.12.2020
- The Vault, Burrin Street, Carlow – CRY5 – 01.01.2020 – 31.01.2025

### Capital Projects

1. **Coláiste Mhuire, Johnstown** – traffic management system almost complete
2. **Grennan College, Thomastown** – planning permission decision due shortly
3. **Grennan Mill, Thomastown** – upgrading of electrical/safety works ongoing
4. **Borris Vocational School** – construction ongoing, Carlow Co. Co. will commence work on the Borris Viaduct project shortly
5. **Kilkenny Schools Campus** – awaiting Stage 1 project team meeting
6. **Abbey Community College** – upgrading of safety systems is being carried out under the Summer Works Scheme 2020

### Finance

#### 1. EFT Banking Facilities

Approval from the Board is sought for the continuation of the Electronic Fund Transmission (EFT) facility from Bank of Ireland in the amount of €4,545,000 from 23 March 2020.

## 7. Service Plan

The Service Plan details the proposed programmes and activities of KCETB for the coming year, as well as projected income and expenditure for 2020. An Annual Service Plan is required to be adopted by the Board and submitted to DES prior to 1 March.

As part of the Performance Delivery Agreement between ETBs and the DES, a section of the Service Plan details the priorities of the ETB and the measurable targets to be achieved in 2020.



As detailed in the Code of Practice for the Governance of ETBs 2019, the Finance Committee have a role to report to the Board on the Draft Service Plan. The Finance Committee met on Tuesday 11 February and recommended the adoption of same to the Board subject to administrative amendments.

The Chief Executive outlined that the Service Plan sets the context of expenditure in line with the Letter of Determination received from DES. Funding is required in order for KCETB to deliver on its strategic objectives, the Service Plan highlights the actions KCETB is prioritising under its Strategy Statement for achievement in 2020. The Service Plan will be circulated to schools/centres and other management to communicate KCETB's combined objectives for the year.

The Director of Schools, FET and OSD outlined the objectives identified for achievement in 2020 in each of their respective directorates. The CE remarked that one of the key objectives and challenges for the coming year will be the introduction of Payroll Shared Services.

The Board thanked the executive for their work and preparation of the Service Plan 2020, and as proposed by Fergal Browne, seconded by Ger Frisby and agreed, the Service Plan was adopted by the Board of KCETB.

## **8. Risk Management**

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

### **Risk Management Report**

#### ***Audit and Risk Committee Report – 27 January 2020***

- The Audit and Risk Committee were informed of their specific role in supporting the Board with its responsibilities for internal control comprising of; corporate governance, risk management, internal audit and comprehensive assurances. As required by the Code of Practice for the Governance of ETBs 2019, the committee reviewed the following;

**1. Governance Statement**

Detailing the level and progress in compliance across KCETB during 2019, the ongoing development of policies and procedures, provision of governance briefings to various cohorts of staff, Assurance Declaration procedures and any changes to accounting policies.

**2. Risk Management Report**

Amendments were made to the Risk Register as recommended by the Executive Management, FET and schools risk sub-committees. The recommendations for amendment to the registers were proposed by Ger Mulvey, seconded by PJ Leonard and agreed.

**3. Procurement Compliance Audit**

The findings and opinion report from the IAU-ETB on the audit of Procurement Compliance in KCETB was received recently. A finding of comprehensive was returned. The committee will review the findings in detail at their next meeting.

**4. Audit Register**

Annually the committee reviews the Audit Register, which is a compilation of findings of previous internal and external audits and the current implementation status of auditor recommendations.

Staff responsible for the areas concerned included in the Audit Register were present at the meeting to provide further detail where appropriate. Staff included; Director of FET, Martha Bolger, AEO Sarah Barron, Head of Finance Linda O'Brien, Head of HR Christine McGrath and Head of Corporate Services Triona Delaney.

A number of items were removed from the Audit Register on the basis that the recommendation was either;

- i. Implemented and effective
- ii. Recommendation no longer relevant (>5years or system no longer in place)

There are some areas that require further implementation and assistance from a national level but the committee are satisfied that auditor recommendations are being implemented and reviewed regularly.

***General Risk Management Report***

• **Service Plan**

As detailed by Chief Executive and in the Service Plan it is required to be adopted by the Board prior to submission to DES by 1 March. The Finance Committee met on Tuesday 11 February and agreed to recommend the Draft Service Plan to the Board subject to any necessary administrative amendments.



- **Annual Financial Statements**

Progress is ongoing across departments for completion of the Annual Financial Statements. The AFS are required to be viewed by the ARC, Finance Committee and Board prior to submission to DES on 1 April. KCETB has continually achieved this deadline.

### **9. (a) Minutes and reports of Committees and Boards of Management**

Minutes of Boards of Management and committees were noted by the Board as proposed by Mary Hilda Cavanagh and seconded by Michael Delaney and agreed.

### **9. (b) Report from ETBI Reserve Forum**

Ger Frisby outlined the work of the ETBI Reserve Forum.

The forum and the Board of KCETB expressed concerns regarding ETB representation on the newly constituted TU Governing bodies going forward.

### **9. (c) Report from Finance Committee**

#### **Finance Committee**

A meeting of the Finance Committee was held on Tuesday 11 February 2020, the Finance Committee's activities included;

1. Further detail in relation to Training Services programmes
2. Reviewed the Annual Letter of Determination
3. Considered the Draft Service Plan 2020 and recommended to the Board the adoption of same
4. Considered the Risk Management Report
5. Executive report including; capital projects, contracts in excess of €50,000, the contracts register and income and expenditure reports for November and December 2019
6. The next meeting of the committee will take place on Wednesday 18 March 2020 at 4.30pm in Carlow.

### **9. (d) Report from Audit and Risk Committee**

#### **Audit and Risk Committee**

A meeting of the Audit and Risk Committee was held on Monday 27 January 2020, the committee's activities included;

1. The committee received the minutes of the Finance Committee and Board for their review to assist as part of their assessment of internal control in KCETB

2. Reviewed the Governance Statement
3. Risk Management Report
4. Procurement Audit Report – detailed review to take place at next meeting
5. Reviewed and analysed Audit Register
6. The next meeting of the committee will take place on Thursday 12 March 2020 at 5pm in Carlow.

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

### ***180220 – KCETB 01 Minutes of previous meeting(s)***

Adopt the recorded minutes of the meeting held on 21 January 2020. The minutes will be published online.

Correspondence received and noted.

### ***180220 – KCETB 02 Chief Executive’s Report***

For adoption/approval

### ***180220 – KCETB 03 Corporate Services***

Approve leases

### ***180220 – KCETB 03 Finance***

For approval

### ***180220 – KCETB 04 Annual Service Plan***

For adoption

### ***180220 – KCETB 05 Risk Management***

For approval/adoption/noting

### ***180220 – KCETB 06 Report of Committees***

For confirmation

Unless stated previously the above items were adopted by the Board as proposed by Fidelis Doherty, seconded by Fergal Browne and agreed.

## **11. Other business with prior permission of the Chair**



The Board thanked CIFET for hosting the meeting.

It was also noted by the Board that attendance of members at Board and other sub-committees is essential.

**12. Date of next meeting**

The next meeting of the Board will take place on 24 March 2020 at 3.30pm in Tyndall College, Carlow.

Signed:



Date:



