



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



Kilkenny and Carlow Education and Training Board Minutes

Date: Thursday 18 January 2018

Venue: Woodford Dolmen Hotel, Kilkenny Road, Carlow.

Attendance: Fergal Browne, Jenny O'Regan Byrne, Mary Hilda Cavanagh, Peter Cleere, Andrea Dalton, Michael Daly, Fidelis Doherty, Matt Doran, Denis Foley, Ger Frisby, Breda Gardner, Karen Hennessy, Joe Malone, Richie Manogue, Caitlín Mhic Cárthaigh, John Pender, Eleanor Reddy, Keith Shirley, Maurice Shortall.

Also in attendance were the Chief Executive Cynthia Deane; Director of Schools Eileen Curtis; Director of Organisation Liam Scott; Director of Further Education Martha Bolger and Executive Support Áine Murphy and Catherine Neylan.

Peter Cleere (Chair) presided at the meeting.

Apologies: Gerard Brophy

1. Condolences and Congratulations

Condolences to Angela McCarthy, Gaelcholáiste Cheatharlach on the death of her mother, Elizabeth.
Family of John McKay, former Chief Executive Officer, Co. Cavan VEC.
Family of Kieran Lyons, former Chief Executive Officer, City of Waterford VEC.
Denis Lennon and family on the death of Pauline Lennon (nee Flynn) former Principal of Coláiste Pobail Osrai.
John Maddock on the death of his mother Mary (nee Whelan) Maddock.
William O'Shea on the death of his mother Mary (nee Kavanagh) O'Shea.

2. Minutes of Board Meeting of 27 November 2017

The minutes of the meeting held on 27 November 2017 had been circulated to Board members (Document 180118-02). They were taken as read. On the proposition of Denis Foley, seconded by Ger Frisby the minutes were adopted as being a true record of the proceedings of the Board meeting held on 27 November 2017.

3. Matters arising from minutes

No matters arising.

4. Correspondence

Department of Education and Skills Circular Letters – to be implemented

- 0071/2017 Flexi Time Scheme for Administrative Personnel in ETBs
- 0072/2017 Reminder to schools regarding the deadline of 31 December 2017 for retrospective vetting of teaching staff, non-teaching staff and others
- 0073/2017 Revision of salaries for special needs assistants with effect from 1 January 2018
- 0076/2017 Revision of salaries in respect of all staff other than teachers and SNAs employed by ETBs with effect from 1 January 2018
- 0077/2017 Revision of salaries of all staff paid directly by a recognised school or ETB with effect 1 January 2018
- 0080/2017 Physical Education in Senior Cycle
- 0081/2017 Publication of new Child Protection Procedures for Primary and Post Primary Schools
- 0083/2017 Public service stability agreement 2013-2020 (Haddington Road Agreement/Lansdowne Road Agreement) and the Public service Pay and Pensions act 2017.
- 0001/2018 Teacher Refund Scheme
- 0003/2018 Leadership and Management in Post-Primary Schools.

Department of Education and Skills Correspondence – for information

- Letter from Office of the Secretary General DES – submission of ETBs' 2017 Accounts
- Letter from Office of the Secretary General DES- Ethics in Public Office Act and Standards in Public Office Act 2001
- Guidelines on the use of School Buildings outside School Hours
- Email Press Release Minister Burton on the commencement of Children First Act 2015 and new child protection procedures (outlined in circular 0081/2017)
- Email regarding Publication of ETB Board Minutes Online
- Letter from Office of the Secretary General DES re DPER Circular 02/16-Arrangements for Digital and ICT-related Expenditure in the Civil and Public Service and associated documents.

ETBI Correspondence

- ETBI magazine Autumn 2017
- ETB Submission of Accounts
- Creative Youth - A plan to enable the creative potential of every child and young person
- Bullying Prevention Policy - Complaint Procedure for ETB staff

Other Correspondence

- Committee of Public Accounts – the timely presentation of annual financial statements
- SOLAS-ETB Strategic Performance Agreements & Planning Framework 2018-2020

Members were informed that these circular letters along with others are available on the Department of Education and Skills website www.education.ie or can be emailed to members on request.

5. Chief Executive's Report

5.1 Corporate Governance and Administration

Submission of annual accounts for 2017

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 has written to all ETBs regarding the timely submission of their 2017 accounts.

KCETB is committed to meeting the deadline of 31 March 2018, as we have done in previous years.

Publication of Board minutes online

The Board agreed that the minutes of meetings would be published on the KCETB website with effect from January 2018 – the minutes of the January meeting will be published when they are approved by the Board at the March meeting. This is in line with Code of Governance requirements.

5.2 Schools

Director of Schools Eileen Curtis presented the schools report.

Teaching and Learning

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

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

The second Teaching and Learning Workshop will take place on Tuesday 23 January for teachers from all schools. Mike Hughes will facilitate this workshop. Planning for a second cohort of teachers for the 2018/19 academic year is currently being organised.

Inspection Reports

The following inspection reports have been received:

- Abbey Community College – Subject Inspection History
- Scoil Aireagail – Programme Inspection – Transition Year

The recommendations of the reports are being implemented by the schools.

Governance and Management of Schools

- A review of posts of responsibility has taken place with DES and recruitment is under way.
- A new circular has been issued by the Department in respect of Leadership and Management in Post Primary Schools (CL0003/2018) and this will apply to all future posts.
- Preparation is continuing for the move of Tyndall College and Carlow Institute of Further Education and Training to their new buildings.
- A new circular on Child Protection Procedures for Primary and Post-Primary schools was published in December 2017 (Circular Letter 0081/2017). This Circular requires all schools to make the necessary arrangements so that their Child Safeguarding Statement is completed by 10 March 2018. It is anticipated that national training will be provided by the PDST – The Professional Development Service for Teachers. Each school is required to have their procedures in place by 10 March. In the interim schools are required to maintain their existing child protection policies and adapt their procedures in line with the new requirements.
- 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 2018.

Coláiste Aindriú

The staff are currently working on various aspects of the Task Force report recommendations. Further promotional work has been undertaken and 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.

Members of the board commended Coláiste Aindriú on the good feedback and press coverage regarding their recent school activities.

Other school matters

In response to a query about CPR training for staff in schools, it was confirmed that staff with appropriate First Aid training are available at all times in schools.

5.3 Further Education and Training

Director Further Education and Training Martha Bolger presented the Further Education Report.

Planning for FET programmes for 2018 is well under way. SOLAS have given an initial funding allocation for 2018 and statistical targets for individual programmes are being reviewed for the period 2018 – 2020.

Refugee Resettlement: Kilkenny has welcomed its first Syrian refugees to Piltown. English classes have commenced there. The second set of families will arrive in Urlingford later in January; Callan is planned as a location during March. A group will be arriving in Carlow at a later date in 2018. There is currently a refugee resettlement worker based in Kilkenny with translators supplied by the DES.

The Local Youth Club Equipment Scheme (LYCES) supports volunteer-led youth club/group activities at a local level. Funding for the Scheme is provided by the Department of Children and Youth Affairs (DCYA) and is administered locally by Education and Training Boards (ETBs) on behalf of DCYA. In December 2017, KCETB granted a total of €118,707 to local clubs for equipment. All clubs that applied for funding received a proportion of the total funding allocated to the KCETB. The full list of grants is published on KCETB website.

5.4 Organisation Support and Development

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

Human Resources

Appointments

KCETB has made the following appointments

Adult Education Officers: Bernadette O'Rourke and Sarah Barron

Community Education Facilitator: Siobhán O'Brien

Recruitment

Kilkenny and Carlow ETB is currently in the process of recruiting an Adult Education Guidance Co-ordinator/Counsellor (Kilkenny).

Corporate services

Leases for renewal:

Back to Education Initiative, 1B Meadow Court, Burrin Street, Carlow

Scoil Aireagail, Ballyhale, Co. Kilkenny: Lease of Playing Pitch for Academic Years 2017 – 2020

Capital Projects

Updates were given on the following capital projects:

- **Coláiste Mhuire, Johnstown:** new classrooms and ASD Unit.
- **Grennan College, Thomastown:** Summer Works Scheme 2016/2017 project, partial replacement of the roof
- **Borris Vocational School:** ASD Unit and 3 new classrooms.
- **Kilkenny Schools Campus:** new buildings for two KCETB schools
- **Ormonde College of Further Education:** provision of facilities for Ormonde College of Further Education on the Gaol Road site
- **Training Services, Purcellsinch, Kilkenny:** fit-out of the premises to accommodate apprentice training
- **Tyndall College/CIFE:** construction project undertaken as a public-private partnership (PPP) on behalf of Department of Education and Skills, project managed by the National Development Finance Agency (NDFA). The PPP partnership includes Carillion plc.

Following the liquidation of Carillion plc, NDFA issued a statement on 15 January 2018, indicating that it did not envisage material disruption or delay to the works. However, the NDFA is actively monitoring the position in the context of the contractual protections under the PPP contract.

Finance

Overdraft facility

At its meeting on 27 November 2017, the Board considered the Chief Executive's proposal to seek the consent of the Minister for Education & Skills to approve the continuation of its overdraft facility. Sanction has been received from the Department of Education & Skills for KCETB to seek an overdraft facility of €2,000,000 covering the period 7 December 2017 to 6 December 2018.

Under Part 6 Section 49 of the Education and Training Boards Act 2013, having regard to directions of the Minister for Public Expenditure and Reform and the Minister for Finance, the Chief Executive requested the Board to adopt the proposal to seek an overdraft.



KILKENNY AND CARLOW ETB
INCOME AND EXPENDITURE ACCOUNT - November 2017

INCOME	€	€	EXPENDITURE	€	€	€
	REVENUE	CAPITAL			REVENUE	CAPITAL
Excess of Income over Expenditure as at 31/10/2017	€ 4,308,692.94	€ 556,242.90	Pay			
Receipts – Ordinary A/C	€ 3,135,593.61	€ 13,000.00	Administration	€ 188,616.82		
Receipts – Training A/C	€ ---	€ ---	Instruction	€ 2,358,276.82		
			Maintenance	€ 69,081.74	€ 2,615,975.38	
			Non Pay		€ 131,100.22	
			Scholarships		€ ---	
			Other Grants & Self Financing		€ 1,273,542.37	
			SAP Payments		€ 791,658.33	
			Capital Expenditure			€ 40,228.76
TOTAL INCOME	€ 7,444,286.55	€ 569,242.90	TOTAL EXPENDITURE		€ 4,812,276.30	€ 40,228.76
			Excess of Income over Expenditure as at 30/11/2017		€ 2,632,010.25	€ 529,014.14
	€ 7,444,286.55	€ 569,242.90			€ 7,444,286.55	€ 569,242.90
Excess of Income over Expenditure as at 30/11/2017	€ 2,632,010.25	€ 529,014.14				

6. Matters for approval or confirmation by the Board

180118 KCETB 01 Minutes of ETB Meeting

Adopt recorded minutes of meeting held on 27 November 2017.

180118 KCETB 02 Chief Executive's Report

For adoption

180118 KCETB 03 Publication of ETB board minutes online from herein.

For approval.

180118 KCETB 04 Overdraft Facility

For approval.

All matters for adoption were proposed by Mary Hilda Cavanagh and seconded by Fidelis Doherty. All matters for approval were proposed by Karen Hennessy and seconded by Breda Gardner.

7. Minutes and Reports of Boards of Management and Committees for confirmation

Minutes of meetings of committee(s), including school Boards of Management, confirmed by the Board:

- KCETB Finance meeting 14 November 2017
- Abbey Community College Board of Management minutes 27 September 2017
- Grennan College Board of Management minutes 23 October 2017
- Coláiste Cois Siúire Board of Management minutes 28 November and 11 December 2017
- Coláiste Pobail Osraí Board of Management minutes 7 June and 6 November 2017
- Gaelcholáiste Cheatharlach Board of Management minutes 7 November 2017
- Tyndall College Board of Management minutes 13 November 2017

8. Finance Committee

The report was presented by the Chair of the Finance Committee, Denis Foley.

Finance Committee Report to ETB Meeting

The Finance Committee held a meeting on 16 January 2018 and the committee reviewed the following:

1. Capital Projects Report
2. Contracts in excess of €50,000
3. Expenditure Report for November 2017

The Committee was informed that from 1 January 2018, Bank of Ireland will be charging negative interest on all funds held. The Office of Government Procurement (OGP) is currently tendering for banking services and it is estimated that the framework will be ready for use by ETBs in the second quarter of 2018.

The Finance Committee also discussed the Carlow Campus project and noted the statement received from the National Development Finance Agency (NDFA) indicating that the project will proceed as planned.

It was agreed that appropriate training would be offered to Finance and Audit Committee members.

Denis Foley

Chair of Kilkenny and Carlow ETB Finance Committee

9. Report on ETBI Reserve Forum

KCETB representative on the ETBI Reserve Forum, Ger Frisby, gave a report on the Forum and noted that an official meeting is to be arranged with the Minister.

10. Next Meeting

The next Education and Training Board meeting will take place on Thursday 22 March 2018 at 3.30pm in Kilkenny.

11. Other business with permission of the Chair

The CE reminded the Board of ETBI's suggestion that all ETBs meet with their local public representatives, to inform them of the work being carried out by the ETB in their region. The CE, Directors, Chair and 2/3 Board members will meet the representatives on the Board's behalf. It was suggested that contact be made with representatives indicating a proposed date to meet. The CE will follow up on this recommendation.

Following the meeting, the Board joined invited guests to make a presentation to retiring members of KCETB staff in recognition of their service.

The meeting then concluded.

Signed: Peter O'Leary

Date: 22/3/18