



**Kilkenny and Carlow Education and Training Board**  
**Minutes**  
**18 January 2022**

Date: 18 January 2022  
Time: 3.30pm  
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: Tomás Breathnach, Fergal Browne, Jenny O’Regan Byrne, Deirdre Cullen, Caitlín Mhic Cárthaigh, Mary Hilda Cavanagh, Peter Cleere, Laura Conheady, Andrea Dalton, Eamonn Doheny, Fidelis Doherty, Ger Frisby, John Hurley, Thomas Kinsella, Patrick O’Neill, Noel Phelan, Clare Ryan, 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: Carmel Boyle, Michael Delaney, Matthew Kenny,

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.

## **3. Minutes of board meeting held on 16 November 2021**

The minutes of the meeting held on 16 November 2021 had been circulated to board members in advance (Document 180122 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Mary Hilda Cavanagh seconded by Fidelis Doherty and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 16 November 2021.

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

No matters arising

## **5. Correspondence**

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

- 0058/2021- Payment of Tool allowance to Craft Workers-2021
- 0059/2021 - Arrangements for the implementation of the Framework for Junior Cycle with particular reference to the school year 2021/22
- 0060/2021- Grant Scheme for EU NRRP Funding to schools to address the digital divide, and learners at risk of educational disadvantage
- 0061/2021-Study and examination leave for staff other than persons employed as teachers and special needs assistants employed in education and training boards
- 0062/2021-Appeal System for Permanent Principal and Deputy Principal Appointments
- 0063/2021- Final closing date 30 April 2022 for receipt of eligible qualification allowance applications (as a Result of the Findings of the Adjudicator under Claim 447/19)
- 0064/2021- Changes to the domestic subsistence rates effective from 01 December 2021 Payable to Staff in education and Training Boards (ETBs) and members of ETBs and ETB Statutory Committees
- 0065/2021-Enhanced Minor Works Grant Funding for Post-Primary Schools with a particular focus on supporting enhanced ventilation

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

- DoE-December ONP funding 2021
- DoE- Housing for All, Action 19.9 identification of State owned vacant properties which may be suitable for housing



- DoE- Overdraft Facility 2022
- DCEDIY- UBU Your Place your Space Renewal of Funding Application & Allocation 2022
- DCEDIY- Youth Information Centre Funding 2022.
- DCEDIY- Allocation for targeted Youth Employability Support Initiative 2022
- DCEDIY- New Services 2022- Bagenalstown

#### **Other correspondence**

- SOLAS- FET Programme Balancing process 2021
- SOLAS- FET Planning and Funding 2022

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

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

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

#### **Ethics Declarations**

Documentation in compliance with the Ethics in Public Office Acts 1995 and 2001 and the Code of Practice for the Governance for ETBs 2019, in regard to the disclosure of interests have been circulated to all members and must be returned by 21 January 2022.

#### **Approval of Service Plan**

Approval of the annual Service Plan for 2022 is required prior to March 1 in accordance with the Education and Training Boards Act 2013 and the Code of Practice for the Governance of ETBs 2019. A meeting of the Finance committee must take place prior to the Board meeting. The ETB meeting to consider the Service Plan 2022 is scheduled for Tuesday 15 February 2022.

#### **Approval of Annual Financial Statements**

Approval of the draft Annual Financial Statements 2021 will be considered at the March meeting on Tuesday 22 March 2022.

The Finance Committee and the Audit and Risk Committee have a specific role and work programme in relation to the AFS and internal control assurances prior to approval of the statements. This is essential to meet the DE submission deadline.

#### **Report on Service Plan 2021**

A separate report on the Service Plan for 2021 was circulated to the board. This document reflected the progress on priorities and actions during the year.

### **Infrastructural Projects**

#### **Kilkenny School Campus**

A planning application was submitted for the two schools and an outcome is due towards the end of January.

#### **Coláiste Mhuire**

The appointment of the design team will be complete in the next few weeks.

#### **Gaelcholáiste Ceatharlach**

The design team has been appointed and further discussion with the DE has led to a further allocation of 4 additional classrooms, a home economics room and a staffroom.

#### **FET “College of the Future”**

Discussion has been ongoing with SOLAS regarding the provision of FET facilities in Kilkenny for the development of further education and training provision over a number of years. The board supported the proposal to submit a Strategic Assessment Report seeking to develop a FET facility on an own site basis in Kilkenny.

### **Business Continuity Planning - COVID 19**

The Business Continuity Planning Group continued to meet to support the reopening process in January. Schools and centres have reopened in line with public health guidance. Support is being provided to schools and centres to assist with this process. Grateful thanks was extended to all staff for their continued leadership and co-operation during this period.

### **Retirements**

During 2021, 12 staff retired from KCETB. It is hoped that the service of these staff members can be marked when it is safe to do so. Sincerest gratitude was extended to all for their contribution to KCETB.

### **Nominations to School Board of Management**

ETB Nominee proposed for the following school/college Boards of Management to fill vacancies:

- Borris Vocational School – Thomas Kinsella
- Coláiste Aindriú – Thomas Kinsella

The nominations were proposed by Peter Cleere, seconded by Andrea Dalton and agreed.

## **6.2 Schools**

Director of Schools Pauline Egan presented the following report:

### **Teaching and Learning**



- Schools re-opened for Term Two on 6 January with a priority of keeping schools open. The emphasis is on maximising onsite classes for as many students as possible, and to prioritise SEN students in special classes, exam classes, and 5th year students.
- Where it is not possible to provide onsite education for all students, protocols are in place for the school to engage with the inspectorate regarding the delivery of teaching and learning. The Director of Schools and the Chief Executive are kept informed of any ongoing discussion between the school and the Department on the matters of any scaled back timetables or change to the teaching day.

### **State Examinations**

Planning is underway in schools regarding arrangements for the State Examinations.

Schools have been informed of the schedule of coursework completion dates and the period for Oral Languages/Music Practical Assessments over the Easter period

### **Upcoming CPD**

#### **KCETB TeachNimble Programme**

Kilkenny and Carlow ETB have joined with H2 Learning and Microsoft Education to collaborate on the delivery of a professional learning programme to support teachers to further enhance teaching, learning and assessment practices utilising digital technologies.

This **KCETB TeachNimble programme** takes a holistic approach to embedding digital technologies into school life and links it to existing actions around active learning, formative assessment, self-directed learning, mindfulness etc. The programme takes a learning design approach, and 32 teachers are engaging with the programme across all our schools.

#### **Certificate in Restorative Practice.**

This online programme will run over 13 weeks starting 19 January 2022 and is a collaboration between Kilkenny and Carlow ETB and the Institute of Technology Carlow. This programme requires participants to engage around the core principles of implementing restorative practice at school level and in sharing the learning with their colleagues. There are 28 participants on the programme this year.

### **Governance and Management**

**A Pop-up briefing on Preparing for Incidental Inspections** took place with principals on 18 November.

**A research focused incidental inspection** took place in Kilkenny City Vocational School on 24 November.

### **Boards of Management**



- The following new member to the Coláiste Pobail Osraí Board of Management was ratified.

School/College	Nominee	Name
Coláiste Pobail Osraí	Parent Nominee	Anne O' Sullivan

**COVID Capitation Grants-** The Department of Education has confirmed the extension of COVID Capitation Grants for term two to support the safe provision of schooling. This funding is provided for cleaning, Personal Protective Equipment (PPE) and Enhanced Supervision.

**Minor Works -** Circular Letter 0065/2021 RE: Enhanced and Exceptional Minor Works Grant issued to schools in December. The Exceptional Minor Works Grant Funding for Post-Primary Schools aims to continue to support the operation of schools generally and particularly within a Covid-19 environment, with a specific focus on providing additional support to schools for the implementation of the ventilation guidance published by the Department in May 2021.

**School Meals Audit-**The closing meeting for the internal school meals audit takes place on 26 January.

**Corporate Governance Checklists** have been completed and returned by schools

### 6.3 Further Education and Training

Director of FET Martha Bolger presented the following report:

#### Governance and Management

##### QQI Inaugural Review

The QQI Inaugural Review for Quality Assurance for KCETB was held from 13 – 17 December last. In total, **32 virtual sessions** with 119 participants took place over the week where the panel met with:

- **22** Learners / Past learners / Apprentices (from levels 1 to 6)
- **63** KCETB employees (including Management, Teaching, Support and OSD staff)
- **34** External stakeholders (including KCETB board members, employers, second providers, community stakeholders, other awarding bodies and HEI representatives)

The final closing session with QQI was held on 17 December where commendations and recommendations were shared by the QQI panel. Thanks was extended to Sarah Barron, staff and to the Board for their support for the process as well as for attending meetings with the panel during that week.

**SOLAS 2022:** Planning and scheduling of courses and programmes for 2022 is well underway. New Strategic Performance Agreements 2022 to 2024 will be introduced by SOLAS for each ETB with initial meetings occurring towards the end of this quarter. The Strategic Performance Agreement will specify each individual ETBs contribution to each of the national FET system targets. The successful growth evidenced by the end of 2019 will provide the baseline for the future targets.

**Grennan Mill:** In 2019 work started on emergency and electrical lighting in the mill to meet health and safety requirements. This project was hampered by COVID and the final phase of the work was completed late 2021. A further project has commenced to treat all wooden surfaces.

**2021 Statistics:** 2021 was a good year in terms of participation on FET programmes. Part-time provision performed extremely well. Final figures are being verified but approx. 8700 new learners started throughout 2021.

	2016	2017	2018	2019	2020	2021
Full time	1854	1857	1815	1807	1527	1286
Part time	6206	5126	5257	6525	4949	7442
	8060	6983	7072	8332	6476	8728*

*\*2021 To Be Confirmed*

	2016	2017	2018	2019	2020	2021
Apprenticeship Registrations	158	167	193	239	192	312*

*\*2021 To Be Confirmed*

**Teaching, Learning and Assessment:**

**Youthreach Inspections:** An SSPS inspection occurred in Youthreach Kilkenny on 10 December last. (SAFE PROVISION OF SCHOOLING). Feedback was positive.

**New Position:** Ms Gabrielle Carroll has started as the KCETB Employment Engagement Officer.



### **Other:**

**UBU Your Place Your Space** – KCETB are one of eight ETBs to receive notification to proceed with a new UBU service during 2022. These new services are being drawn from a panel created for the period 2022 to 2023. The amount available is €120,000 per service. It is now required that the APNASR tool be completed to further support the project proposal for the new service area in Bagenalstown.

**Music Generation Kilkenny:** Sinead Blanchfield was successful in the recent recruitment for the MDO post in Kilkenny.

Both **Community Education Kilkenny and Music Generation Kilkenny** featured on Nationwide on 17 December last. Great airtime was given to both services as part of a special programme on Yulefest Kilkenny.

**COVID 19- Business Continuity:** All centres have opened in line with DFHERIS and public health guidance with onsite learning being maximised to the greatest extent possible.

## **6.4 Organisational Support and Development**

Director of OSD Liam Scott presented the following report:

### **Human Resources**

#### **Appointments**

Triona Delaney has been appointed as Head of Corporate Services.

#### **Recruitment**

Kilkenny and Carlow ETB delivered 223 recruitment competitions in 2021 catering for posts in HQ, FET centres and schools. Interviews were held both in-person and virtually as appropriate.

### **Corporate Services**

#### **Leases**

- **Unit M, IDA Business Park, Purcellsinch, Dublin Rd, Kilkenny. Term of Lease – 10 Years from 01.03.2022 to 28.02.2032 with a break clause at 5 years. Provision of FET Apprenticeship and Training Services**

### **Capital Projects**

1. **Grennan College, Thomastown**-The new extension is progressing satisfactorily and is scheduled for completion in February 2022.



2. **Borris Vocational School**-a competition to appoint a design team will proceed on receipt of a design brief from the DE.
3. **Kilkenny Schools Campus** – A decision on the planning application for the two schools is due from Kilkenny County Council by 25 January 2022.
4. **Gaelcholáiste Cheatharlach**-Further additional accommodation has been sanctioned.
5. **Coláiste Mhuire, Johnstown**-The appointment of a design team is imminent.
6. **Coláiste Eoin, Hackettstown**- Emergency roof repairs are due to be completed shortly.
7. **Scoil Aireagail, Ballyhale**- An application for the replacement of prefab classrooms has been submitted to the DE.

## Finance

The income and expenditure reports for October and November 2021 were presented.

### Overdraft Facility:

At its meeting on the 16 November 2021, the board considered the Chief Executive's proposal to seek consent of the Minister for Education to approve continuation of its overdraft facility. Sanction has been received from the Department of Education for an overdraft of €2,000,000 covering the period 7 December 2021 to 6 December 2022. Under Section 49 of the Education and Training Boards Act 2013, having regard to the directions of the Minister, the Chief Executive now requests the Board to accept the proposal. The overdraft facility was proposed by Mary Hilda Cavanagh, seconded by Caitlín Mhic Cárthaigh and agreed.

### OCAG Audit

The OCAG Audit 2020, carried out in August and September 2021, has yet to be signed off. The auditor has advised that the Audit may be signed off by the end of January.

## 7. Risk Management

1. **KCETB Risk Registers**- The Covid-19 Risk Register continues to operate and complement the Risk Register during the Covid-19 pandemic.
2. **Finance Consolidation Project**-KCETB transitioned to the new SUN Financial System on 1 January 2022. Progress is positive to date and any inherent risks in the implementation of the new system are being monitored. Engagement across the organisation has been very positive and the new system should facilitate a more robust and comprehensive financial management process.
3. **Finance Committee**
  - a. Meetings of the Finance Committee took place on 11 November 2021 and 21 December 2021.
  - b. A meeting of the Finance Committee is scheduled for 14 February 2022.
4. **Audit and Risk Committee**
  - a. Meetings of the Audit and Risk Committee took place on 17 November 2021 and 15 December 2021



- b. A meeting of the Audit and Risk Committee is scheduled for 26 January 2022.
5. **Business Continuity-** Business Continuity has been successfully managed during the COVID pandemic and the next meeting of the Business Continuity Plan Committee is scheduled for 28 January 2022.

## Governance and management

### Preparation of the Service Plan 2022

The Annual Service Plan 2022 will require revision as it will be based on the new Statement of Strategy.

- The Head of Finance will prepare the financial element of the ASP following receipt of the Letter of Determination.
- The Board is scheduled to consider the ASP for approval on 15 February.
- The Finance Committee must firstly report to the Board on its consideration of the ASP.

### Policy Management

The Recruitment Policy and the Administration of Medicines in Schools and Centres Policy have been circulated to the Board for noting.

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

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

## 8. (b) Report from ETBI Reserve Forum

Ger Frisby provided a report on the ETBI Reserve forum.

## 8. (c) Report from Finance Committee

### Report of the Finance Committee 11 November 2021

The November meeting included consideration of the following reports from the executive:

- Risk Management
- Capital Projects
- Governance and Management
- Contracts in excess of €50,000
- Income & Expenditure Reports

The Finance Committee discussed current financial operations in KCETB. The Head of Finance informed the Committee on actual versus projected Service Plan expenditure for 2021. There were no unexplained significant variances. Documentation circulated in advance and considered by the Committee included:

- Income and Expenditure Reports for the months of March to September 2021



- Department of Education Monthly Returns to 30 September 2021
- SOLAS – 3Q21 Financial Return to 30 September 2021
- Update on Service Plan for 2021.

#### **Report of the Finance Committee 21 December 2021**

The December meeting included consideration of the following reports from the executive:

- Risk Management
- Capital Projects
- Governance and Management
- Contracts in excess of €50,000
- Income & Expenditure Reports

The Finance Committee carried out a self-evaluation in accordance with the Code of Practice for the Governance of ETBs.

The Finance Committee considered its own Terms of Reference in accordance with the Code of Practice for the Governance of ETBs.

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

##### **Report of the Audit and Risk Committee 17 November 2021**

The November meeting included consideration of the following reports from the executive:

- Risk Management
- Capital Projects
- Governance and Management

The Audit and Risk Committee reviewed KCETB Risk Registers as part of the System of Internal Control for 2021.

- OSD Risk Register
- Corporate Risk Register
- ICT Risk Register
- Schools Register
- Sectoral Audit Register

##### **Report of the Audit and Risk Committee 15 December 2021**

The December meeting included consideration of the following reports from the executive:

- Risk Management
- Capital Projects
- Governance and Management

The Audit and Risk Committee reviewed the following as part of the System of Internal Control for 2021 and/or as required under the Code of Practice for the Governance of ETBs.

- ARC Terms of Reference
- ARC Self Evaluation

- FET Risk Register
- Department/Section Assurances
  - Corporate Services
  - ICT
  - Human Resources
  - Finance
  - Schools
  - FET

The Audit and Risk Committee considered areas to recommend, to the IAU-ETBI, for inclusion in the Audit Plan for 2022.

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

### ***180121– KCETB 01 Minutes of previous meeting(s)***

Adopt the recorded minutes of the meeting held on 16 November 2021. The minutes will be published online.

Correspondence received and noted.

### ***180121 - KCETB 02 Chief Executive's Report***

For adoption, including new board of management nominations

### ***180121 - KCETB 03 Corporate Services***

Approve leases

### ***180121 - KCETB 04 Finance***

For approval, including application for overdraft facility.

### ***180121 - KCETB 05 Risk Management***

For approval/adoption/noting.

### ***180121 - KCETB 06 Report of Committees***

For confirmation/ adoption- Finance and ARC minutes

For information – BOM minutes

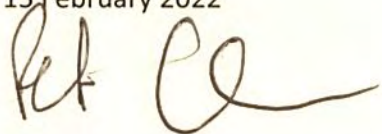
Unless stated previously the above items were adopted by the Board as proposed by Ger Frisby, seconded by Jenny O' Regan Byrne and agreed.

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



**12. Date of next meeting**

Tuesday 15 February 2022

Signed: 

Date: 15/02/22.

