



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



Kilkenny and Carlow Education and Training Board
Minutes
18 May 2021

Date: 18 May 2021
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, Caitlín Mhic Cárthaigh, Mary Hilda Cavanagh, Peter Cleere, Laura Conheady, Deirdre Cullen, Andrea Dalton, Michael Delaney, Eamonn Doheny, Fidelis Doherty, Ger Frisby, Matthew Kenny, Patrick O'Neill, 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: Eileen Brophy, Brian O' Donoghue, Jenny O'Regan Byrne, Noel Phelan

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.

Congratulations were extended to John O'Neill on his appointment of Adult Education Officer.

3. Minutes of board meeting held on 23 March 2021

The minutes of the meeting held on 23 March 2021 had been circulated to board members in advance (Document 180521 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Ger Frisby seconded by Deirdre Cullen and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 23 March 2021.

4. Matters arising from minutes

No matters arising

5. Correspondence

Department of Education Circular Letters – to be implemented

- 0021/2021 Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants
- 0022/2021 Breastfeeding Breaks for all staff other than persons employed as Teachers and Special Needs Assistants In Education and Training Boards
- 0023/2021 Allocation of Assistant Principal Posts 2021/2022
- 0024/2021 Revised Payment Mechanism for Hourly-Paid Bus Escorts with effect from the commencement of the 2021/2022 Academic Year Cessation of "Rolled-up Holiday Pay"
- 0026/2021 Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2021/2022 school year
- 0028/2021 Cost Limits for Post-primary School Buildings

Other Departmental correspondence

- DES- Amendments to 2021 Service Plan

Other correspondence – for information

- IPB- Information Note- Annual General Meeting

- IPB Members Retained Earnings Distribution (RED) 2021 and Members Commercial Dividend 2021.
- SOLAS- FET Capital Updates 2021
- SOLAS- KCETB Funding Allocation 2021
- DCEDIY- Youth Capital funding Scheme Allocation 2021

6. Chief Executive's Report

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

6.1 Corporate Governance and Administration

Business Continuity Planning - COVID 19

The Business Continuity Planning Group has continued to meet to ensure continuity of learning in schools and centres in line with guidance and in accordance with all infection prevention and control measures. There is ongoing review and monitoring of our risks in relation to service delivery and in respect of our internal controls and procedures across the organisation. Seeking to ensure the health and safety of students and staff continues to be the key priority. All schools reopened following the Easter break and there is currently limited managed access for adult learners to engage in time critical practical assessments. We are currently seeking to ensure that all students are in a position to transition through the CAO process. Good wishes were extended to all students taking examinations and moving on from our schools and centres over the next few months.

Annual Financial Statements 2020

Following their adoption by the Board the 2020 financial statements were submitted in the required format and on time.

Service Plan 2021 (Amendment)

An amendment was proposed to the 2021 Service plan in respect of the following:

Issue	Action
Board Self Assessment	The board will carry out annual self-assessment and identify areas where improvements are required. (In place)
Board appraisal of work carried out by Finance and Audit & Risk Committees	Board members will be provided with written reports on the work carried out by finance and audit & risk committees. (In place)
Staff Development	An annual staff training plan will be developed across each service area. (In place)

The Service plan amendment was proposed by Fergal Browne, seconded by Ger Frisby and agreed. This will also form the basis of the annual Performance Delivery Agreement with the Department of Education.

Statement of Strategy 2022 – 2026

The consultation phase for the preparation of the next Statement of Strategy 2022 – 2026 is almost complete. A series of consultation workshops have taken place with both internal and external stakeholders including students, staff, management and boards of management as well as a range of external stakeholder organisations

FET Approved Funding 2021

SOLAS has approved a budget allocation of €26million for the year and this is in line with our FAR4 funding report for the ETB. A meeting to discuss same took place with SOLAS on 1st April.

Board of Management Nomination

Ms Áine Gahan is nominated as a community nominee to the Board of Management of Carlow Institute of Further Education and Training. The board was requested to approve this nomination.

6.2 Schools

Teaching and Learning

The focus in schools has turned to planning for assessment with in-house assessments for 1st, 2nd, 4th and 5th year students taking place the last two weeks of May.

Junior Cycle -In terms of the Junior Cycle School Report which 3rd year students will receive this year, there has been significant collaborative engagement among our KCETB principal professional development community and at school level with teachers and staff teams. We have a common understanding and approach across our ETB and Junior Cycle students will receive their School Report via a VS Ware template. Parents have been fully briefed and communicated with respect to the arrangements for assessment of each subject area for their child. The training cycle for the new Junior Cycle is complete for this school year.

Leaving Certificate –Schools are busy preparing for the Accredited Grades Process for the Leaving Certificate Class of 2021. Schools will close to students in all year groups on Friday 28 May to facilitate this process. Teachers will engage with Subject Alignment Meetings to verify the grading process the week beginning 31st May. Accredited Grades Aides have been appointed in all schools to support school management with the implementation of this process.

Students and staff were congratulated on their efforts throughout the academic year and most especially in their efforts to continue teaching and learning remotely during the public health emergency. Well wishes were extended to all students in their assessments and all students leaving school were wished well on their educational journey.

Digital Strategy for Schools

The focus has moved to planning for the 2021/22 academic year. There will be continued promotion of digital learning in the classroom and embedding of Technology Enhanced Learning (TEL) practices.

Professional Learning

- SNA Training on Practical Health and Safety Procedures and their role as Fire Wardens took place on 14 April - 53 were in attendance.
- A final induction session for new teachers to our scheme took place on 27 April with 49 teachers in attendance. Dr. Joe O Connell delivered this session on *Effective communications and building positive relationships in the school community*.
- Principals and Deputy Principals attended the ETBI Principals and Deputy Principals' Virtual Conference on 27 April.

Certificate in Restorative Practice - This online programme running Wednesday evenings over 13 weeks concluded on 06 May. This Programme was a collaboration between Kilkenny and Carlow ETB and the Institute of Technology Carlow. The programme required participants to engage around the core principles of implementing restorative practice at school level and in sharing the learning with their colleagues.

KCETB LEADERSHIP DEVELOPMENT PROGRAMME 2020/21.

This programme being delivered by Dr. Joe O' Connell, aims at building the leadership capacity of the Assistant Principal (AP1) teams in our schools to support and work collaboratively with principals and deputies, continued during this term. In these challenging times, it is particularly important to build leadership capacity and to have a distributed leadership model in schools. We have been delighted with the commitment of our schools/colleges to engage with this programme.

Inspection Report

The following inspection reports have been received:

Safe and Sustainable Provision of Schooling (SSPS) Inspection:

- Scoil Aireagail,
- Tyndall College,

- Coláiste Pobail Osraí
- Borris Vocational School
- Coláiste Aindriú

We are awaiting the SSPS Inspection Reports for Coláiste Eoin and Duiske College. Staff and students are to be commended for their compliance with COVID-19 safety measures throughout this academic year.

- An Incidental Inspection on Teaching and Learning took place in Coláiste Pobail Osraí on 10 May.

Governance and Management of Schools

- An ETB Internal Enrolment Audit is currently underway in our schools and PLC Colleges with regard to the academic years 2019/20 and 2020/21.
- Boards of Management - Face to face and virtual meetings of our school Boards of Management have been taking place during the month of May.
- **Curricular Planning for the 2021/2022 year** - Our second level schools submitted curricular appeal applications to the Department of Education and we are awaiting the outcome to same. Three English as an Additional Language (EAL) applications for Tyndall College, Grennan College and Coláiste Eoin were also submitted to the Department for consideration.
- Staff planning for the 2021/2022 school year is ongoing. The recruitment process for teaching positions for the 2021/22 academic year has commenced.
- **Finance - School Budget/Finance meetings** continue to take place on MS Teams.

6.3 Further Education and Training

Governance and Management

Reopening FET

- Following further Stakeholders meetings this month, additional programmes can return to facilitate instruction on specialist equipment required for the completion of practical elements.
- VTOS, BTEI and LTI, Skills to Advance, Apprenticeship and Specific Skills Training may all facilitate learners to complete tuition and assessment that cannot be completed remotely. The recommendation is that anything that can be completed remotely should

- be done this way and those returning to centres for any period of time must be in controlled small numbers.
- Youthreach and CTCs reopened for learners on 12 April. Youthreach in Kilkenny and Carlow had previously had learners return because of Leaving Certificate tuition. Community Education, Adult Literacy and onsite access resumed for small groups for tuition on 12 April.
 - Over the last number of weeks assessments and additional practical tuition for practical assessments has been ongoing for Level 5 and 6.
 - **SOLAS:** KCETB met with SOLAS on 1 April for discussion on 2021 funding. SOLAS had queries regarding proposed expenditure and facilitated a discussion regarding 2021 plans for learners, programmes and associated outcomes.
 - Teacher Allocation was communicated by SOLAS on 1 April.
 - Application for Capital Funding – An updated EOI has been submitted to SOLAS for an increase in provision for Phase 2 Electrical Apprenticeship.
 - **AEO Recruitment:** John O’Neill has been appointed to the AEO position. This facilitates one AEO to manage Quality Assurance and concentrate on the Inaugural Review Preparation.
 - **QQI Inaugural Review:** The first milestone in the Inaugural Review was achieved on May 14 with the submission of the Provider Profile. The review aims to provide an external view of the quality assurance process within the Further Education and Training Services of Kilkenny and Carlow ETB. The Provider Profile sets out the organisational background which led to the establishment of the ETB, its governance and management structures and the place of the Further Education and Training Service within the organisation. Much of the key focus of the report details the quality assurance framework within KCETB and how that has evolved over the years.
 - **Statement of Strategy** – The FET FORUM had a consultation workshop session on 21 April facilitated by Dr. Joe O’Connell on KCETB’s Statement of Strategy.

Teaching and Learning and Assessment:

- **Arts:** The Community Education Service is granting a number of projects Arts funding. Following an open call for funding, the following groups will be grant aided to support creative arts and cultural projects over the coming months.
- Amarach Nua CE Scheme (Fr McGath Centre, Kilkenny)
- Carlow Day Care Centre, Carlow
- Craobh Osrai Ceoltori Comhaltas, Kilkenny
- Deenview Centre, Castlecomer

- KCAT Arts Centre – Kilkenny Collective for Arts Talent
- Ossory Youth, Kilkenny
- Kilkenny Traveller Community Movement
- Mill Family Resource Centre (Urlingford)
- Butler Gallery, Kilkenny
- Mount Carmel, Callan
- Tuiscint Day Hospital, (St Canices) Kilkenny
- St Canices Neighbourhood Hall, Kilkenny
- SOS Kilkenn

Assessment: All centres are working towards the completion of learner portfolios and assessments. Results Approvals will be held on 26, 27 and 28 May for the June 12 submission date. A further RAP will be held in June for the extra July submission date. Preparations are also underway in VTOS and Youthreach for Leaving Certificate exams, both the established Leaving Certificate and the Calculated Grades. Well wishes were extended to all learners as their learning and courses that they have attended comes to fruition.

Other:

Music Generation: Strategic Annual Dialogue Meetings were held on 15 April last. Members of both Carlow and Kilkenny LMEPs, KCETB Chief Executive and Music Generation National Office met to discuss funding, the impact of Covid 19 and plans for 2021. Carlow was commended for its innovation during the pandemic, for facilitating online music sessions, classes and performances and plan to invest in more instruments to support young people’s musical preferences. Significant growth has been achieved in Music Generation Kilkenny. It was projected in the third year of the programme that 3,000 young people would have been supported to access music education programmes in schools, local communities or specific themed events. Kilkenny LMEP has outreached to 3855 young people and has further plans to grow.

6.4 Organisational Support and Development

Director of OSD Liam Scoot presented the following report:

Human Resources

Payroll Changes

The changeover to the new centralised payroll system took place on the 14 May 2021. The new system which will be run by Education Shared Business Services (ESBS) is a section of the Department of Education and part of the national reform programme for public bodies.

All staff have received a number of communications regarding the changeover and a training manual and videos have been provided. In addition, a Helpdesk and telephone contact have been made available should staff have any queries regarding accessing the new payroll system and/or queries relating to the information held on the Portal. In addition, briefings are scheduled for the 20 May for

Centre Manager/Principals/Deputy Principals/Head of Sections to provide additional support in using the Managers Self Service Portal.

Recruitment

Teacher recruitment for the 2021-2022 academic year has commenced. Interviews will continue to take place on-line at present but will be reviewed in accordance with HSE guidelines.

Kilkenny and Carlow ETB is currently in the process of recruiting to the following positions in our schools:

- Principal – Coláiste Aindriú
- Deputy Principal – Tydnall College
- Príomhoide Tánaisteach – Gaelcholáiste Cheatharlach

Wellness Seminars

Kilkenny and Carlow ETB in partnership with spectrum.life has provided staff with the following wellness seminars:

- Building Resilience
- Exercise for the Mind
- Role of Sleep in Improving your Health
- How to be Happy
- Promoting Communication
- Optimising your Work/Life Balance
- Optimise your Mental Wellbeing
- The Psychology of making good decisions
- Improving your Emotional Intelligence

Retirement Planning Course

A Retirement Planning Course for staff took place on the 13 and 14 May.

Corporate Services

Leases

- **Youthreach Carlow/Carlow Adult Learning, Tullow Road, Carlow** -Term of Lease – 05.09.2021 to 04.09.2022
- **VTOS Carlow, Granby Row, Carlow** - Term of Lease –01.09.2021 to 31.08.2022
- **Scoil Aireagail, Ballyhale, Use of field from Carmelite Friars** -Term of Lease - 01.09.2021 to 31.08.2022

Capital Projects

1. **Grennan College, Thomastown-** The new extension is scheduled for completion in February 2022. Contracts for the exchange of land with Kilkenny County Council are being prepared.
2. **Borris Vocational School-** The school has use of the new extension with some outdoor/garden work continuing. Prefab buildings have been purchased to enhance the level of school facilities.
3. **Kilkenny Schools Campus-** Stage 2 of the project is progressing with detailed design specifications to be provided by the architects in mid May 2021.
4. **Gaelcholáiste Cheatharlach-** Sanction has been received for additional accommodation. The design team tender has been advertised on e-tenders with a closing date of 3 June 2021.
5. **Coláiste Mhuire, Johnstown-** Sanction has been received for additional accommodation. Discussion is ongoing with the Department for the provision of further infrastructure.
6. **Coláiste Eoin, Hackettstown-** An Emergency Works Application in respect of roof works is with the Department.
7. **COVID-A9 Minor Works-** A synthetic surface for two 5 a side courts/pitches at Tyndall College will be provided shortly.
8. **KCETB Capital Project Management Services-**
 - a) Work on the refurbishment of Jonah Special School is progressing and scheduled for completion in August 2021.
 - b) Scoil Mhuire, Mooncoin National School; appointment of design team in progress.
 - c) Castlecomer Community School; appointment of design team in progress

Finance

The income and expenditure reports for March and April 2021 were presented.

KCETB and Central Treasury Note Customer Status

Negative bank interest is an ongoing concern for KCETB and as KCETB is entitled to avail of Central Treasury Services under Section 60 of the ETBs Act 2013, the Board were requested (i) to authorise the placing of excess funds on deposit with NTMA in Central Treasury Notes under S12(l) of the ETBs Act 2013 and (ii) to give authorisation to the Chief Executive to enact the customer mandate.”

7. Annual Report

Annual Report

A draft Annual Report and Chairpersons report was prepared and presented to the board for adoption as required under the Code of Practice for the Governance of ETBs. The board made the following suggestions:

- Foreword - Acknowledge contribution of student and learner body to KCETB
- Chart, page 8 - Number of students and learners

The Annual Report and accompanying documentation was proposed by Fergal Browne, seconded by Tomás Breathnach and agreed.

8. Risk Management

1. KCETB Business Continuity and Response Plans

- a) KCETB is operating its Business Continuity and Response Plans in accordance with public health guidelines during the COVID-19 pandemic.

2. Risk Registers

- a) A Covid-19 Register is in operation and complementing the Risk Register during the Covid-19 pandemic.
- b) Cyber security is becoming an increased risk for ETBs and an ETBI working group has been established to advise on appropriate cover.

3. Policy Management

- a) KCETB Executive Management Team has approved the attached Policy Management Framework which facilitates best policy management practice and addresses issues raised in the IAU-ETBI Policy Compliance Audit received in February 2021. The Framework includes:
 - i. Policy Management Policy
 - ii. Policy Register
 - iii. Policy Development Schedule and Procedures
- b) The following new or amended policies have been approved by KCETB Executive Management Team and are attached for noting by the board:
 - i. School Bank Accounts Policy
 - ii. Parent Association Bank Accounts Policy
 - iii. Procurement Policy (note on modification)

4. IAU Audits

- a) KCETB are to meet the IAU-ETBI on 17 May to discuss the internal audit schedule for 2021.

- b) The opening meeting of the Enrolment Audit took place on Tuesday 4 May 2021.
- c) An Audit on School Meals is to be scheduled during 2021.
- d) The IAU – ETBI is awaiting an audit report on Service Level Agreements for Local Training Initiatives.

Governance and Management

1. Shared Services – Finance (SUN)

- a) Project implementation of a new Financial System (SUN) for KCETB is scheduled to commence in October 2021 and become operative in January 2022.

9. (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.

9. (b) Report from ETBI Reserve Forum

Ger Frisby provided a report from the latest meeting of the ETBI Reserve Forum

9. (c) Report from Finance Committee

No Finance Committee meeting has taken place since the last meeting of the Board. The next committee meeting is scheduled Thursday 24 June 2021 at 4.30 via MS Teams.

9. (d) Report from Audit and Risk Committee

A meeting of the Audit and Risk Committee took place on 12 May 2021. The committee's activities included consideration of:

- a) Internal Audit on Policy Compliance
- b) Policy Management Framework
- c) Risk Management Framework
- d) Updated KCETB policies

The next committee meeting is planned for October, date to be confirmed.

10. Matters for approval or confirmation by the Board

180521 – KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 23 March 2021. The minutes will be published online.

Correspondence received and noted.

180521– KCETB 02 Chief Executive’s Report including BOM nomination

For adoption/approval/noting

180521 – KCETB 03 Service Plan 2021 (Amendment)

For approval

180521 – KCETB 04 Corporate Services

Approve leases

180521 – KCETB 05 Finance including Central Treasury Note

For approval

180521 – KCETB 06 Annual Report 2020

For adoption

180521– KCETB 07 Risk Management

For approval/adoption/noting

180521 – KCETB 08 Report of Committees

For confirmation/ adoption – Annual Report of Audit and Risk Committee, Finance Committee

For information – BOM minutes


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

11. Other business with prior permission of the Chair

12. Date of next meeting

Tuesday 6 July at 3.30pm via MS Teams.

13. Strategy Statement workshop- Dr. Joe O’Connell

Signed: 

Date: 06/07/21

