



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



Kilkenny and Carlow Education and Training Board

Minutes

19 November 2019

Date: 19 November 2019
Time: 2.30pm
Venue: Tyndall College, Mortarstown, Kilkenny Road, Co. Carlow

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

Apologies: Fergal Browne, Denis Hynes, Richie Manogue
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 03 September 2019

The minutes of the meeting held on 03 September had been circulated to board members in advance (Document 191119 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Mary Hilda Cavanagh, seconded by Deirdre Cullen and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 03 September 2019.

4. Matters arising from minutes

No matters arising

5. Correspondence

Department of Education and Skills Circular Letters – to be implemented

- 0053/2019 – Exemption from the study of Irish
- 0054/2019 – Leave schemes for registered teachers
- 0055/2019 – Arrangements for the implementation of the framework for JC
- 0056/2019 – Home Tuition Grant Scheme – two strands
- 0058/2019 – Advice on the use of assessment instruments/tests for Guidance or for additional and special educational needs (SEN) in post-primary schools
- 0060/2019 – Sick leave scheme for SNAs
- 0061/2019 – Curriculum – related developments at Senior Cycle
- 0062/2019 – Payment of tool allowance to Craft workers

Other Departmental correspondence – for information

- Minister for Education and Skills – appointments to Governing Body
- Department of Education and Skills – Notification of agreement in principle for exchange of lands with Trustees of St. Kieran's College

Other correspondence

- IT Carlow Governing Body – Student Representative nomination
- IT Carlow Governing Body – Non-Academic Staff nomination
- Scoil Aireagail, Ballyhale – invitation to hold a Board meeting in school
- SOLAS – Notification of Strategic Dialogue meeting between SOLAS and KCETB 2019

KCETB Board representatives on Scoil Aireagail's BOM communicated that the school would be delighted to host a KCETB Board meeting in the new year. It was noted that the Board would be delighted to hold board meetings in schools but must be mindful of achieving a quorum when doing so.

It was also confirmed that members appointed to the Governing bodies of ITs are Ministerial appointments and new nominations will be advised in due course.

6. Chief Executive's Report

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

6.1 Corporate Governance and Administration

(i) Governance documentation

Board members were requested to return any outstanding appointment documentation as soon as possible

(ii) Governance structures and training

Committees

Both the Audit and Risk Committee and Finance Committee are now established and held their first meetings in October. The committees recommended the following members for appointment as Chairperson by the Board:

Finance Committee – Edward Holohan

Audit and Risk Committee – Mary Brennan

Boards of Management

All new Boards of Management must be in place by 30 November 2019. Training will be provided to BOMs in November.

ETB Board

Induction Training for Board Members was provided as part of the meeting by the Institute of Public Administration. Further training will be provided in the new year.

(iii) Risk Management Framework

A risk management culture must be promoted within KCETB, key elements include:

- Appointment of a Chief Risk Officer – Liam Scott
- Adoption of Risk Management Policy
- Roll out of Risk Management Implementation Plan
- Ongoing maintenance of Risk Register

Kilkenny Schools Campus

The Design Team are continuing to work on design options for presentation to the DES. The architect is in contract with the DES in preparation for a Stage 1 meeting. Formal approval in principle has been received from DES to proceed with the proposed exchange of lands with the Trustees of St. Kieran's College.

Administrative appointments

Earlier in the year sanction was given by the DES to fill administrative posts on a permanent basis and accordingly this process has been ongoing for a period with a number of appointments being made at different grade levels.

6.2 Schools

Director of Schools Pauline Egan presented the schools report.

Board members were informed of the school enrolment figures for 2019/20 and the subsequent final teacher allocation.

Congratulations were expressed to Junior Certificate students on their great results and hard work during the year. First year students throughout all KCETB schools are the first cohort studying all new subject specifications for Junior Cycle with technology and practical subjects being the last phase of subjects being rolled out this year.

The first of a series of teaching and learning workshops delivered by Mike Hughes took place in September with further sessions planned.

Two KCETB schools are participating in a programme Embedding Sustainable Development Goals in Teaching and Learning at Junior Cycle, the first training day has already taken place with further training planned.

Inspection reports were received for the following:

Programme inspections:

- Programme Inspection on Transition Year Programme - Tyndall College, Carlow
- DEIS (Delivering Equality of Opportunity in Schools) Inspection - Duiske College, Graiguenamanagh, Kilkenny

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

Subject inspections:

- Maths – Gaelcholáiste, Cheatharlach
- Home Economics – Coláiste Eoin, Hacketstown
- Guidance – Kilkenny City Vocational School

The written reports will follow in due course.

Governance and Management of Schools

- Staff allocation and the interview process is substantially complete.
- A new Acting Deputy Principal Ciaran Somers has been appointed to Borris Vocational School.
- Two training workshops for Student Council Members have taken place.
- Work on constituting new Boards of Management for Schools, is now substantially complete. Named nominees to Boards are now brought to the ETB for ratification. Training for members of new boards of management is scheduled for November.
- Confirmation of all board members and the following as independent external personnel for Section 29 Sub-Committee Appeal Hearings:
 - Kieran Lucas
 - Rodger Curran
 - Anne Curran
 - Pat O' Hanlon
 - Paul Duggan
 - Michael Killeen
- **Kilkenny and Carlow ETB School Self Evaluation CPD on *Leading School Self Evaluation in your School*** is taking place. The programme aims to support schools through the school self-evaluation process over the course of a school year. Delivered over four dates, the content of sessions includes: preparing questionnaires/ survey tools, using Microsoft Forms to gather data, collation and analysis of data, completion of the SSE Report and the School Improvement Plan (SIP) and organising and facilitating SSE Team meetings.
- **KCETB Deputy Principals Network**
An inaugural meeting of our deputy principals has taken place. The role of the network is to provide professional leadership for learning support and a forum to share best practice, collaborate and network with colleagues.
- **Corporate Governance** – a briefing for School Leaders took place in November.
- **School Policies** – Coláiste Mhuire, Johnstown Admissions Policy 2019/20

Nominees to Boards of Management were presented to the Board for appointment, see Appendix 1 for details.

As proposed by Clare Ryan, seconded by Mary Hilda Cavanagh and agreed, the nominees were duly appointed to the respective BOMs.

It was confirmed to Board members that a schedule of Board meetings is issued at the beginning of the year and members should inform other committees or Boards they are sitting on of the dates to avoid any clash of meetings.

It was noted that Carlow County Council is a sustainability champion and would be happy to work with schools on sustainability projects.

6.3 Further Education and Training

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

DCYA – approved the Area Profile for KCETB. This initiative sees funding from DCYA for both Ossory Youth and Carlow Regional Youth Services coming through KCETB. The Area Profile Tool is a needs assessment based on geographical areas and needs assessment of the requirements of young people.

DEASP ETB BREXIT Meeting. DEASP have been preparing for Brexit implications. KCETB attended an information briefing in October.

SOLAS - Apprenticeship Awards – Over one hundred KCETB apprentices graduated with An Advanced Craft Certificate. The ceremony was hosted by Tipperary ETB on behalf of KCETB, TETB and WWETB. The certificates were awarded in Heavy Vehicle Mechanics, Motor Mechanics, Metal Fabrication, Pipefitting, Plastering, Carpentry & Joinery, Toolmaking, Electrical, Brick & Stone Laying, Construction Plant Fitting, Agricultural Mechanics, Plumbing, Wood Manufacturing and Stone Cutting & Stonemasonry.

Internal Audit Unit. The Internal Audit Unit for Education and Training Boards (IAU - ETBs) has conducted an internal audit of Previous Internal Audit Findings in KCETB. Programmes within Further Education and Training were reviewed including: Community Education, Adult Literacy and Youthreach. In addition to these programmes, the IAU is now reviewing grant funding that KCETB grants to community bodies to provide local and community training.

South East Regional Skills Forum. KCETB attended an Education and Training Seminar with the SERSF. Institutes of Technology, neighbouring ETBs and Skillnets also attended to discuss collaborative programmes for 2020. ETBs and IOTs will collaborate on a pilot from Level 6 to Degree in Supervisory Management.

Nominations to FET Committees were received for appointment by the Board, see Appendix 2. As proposed by Noel Phelan, seconded by Mary Hilda Cavanagh and agreed, the nominees were duly appointed to the FET committees.

The board acknowledged the ongoing work of FET in the region and apprenticeship numbers are increasing.

6.4 Organisational Support and Development

Liam Scott Director of OSD presented the OSD report.

Human Resources

Appointments:

Ciarán Somers appointed as Acting Deputy Principal, Borris VS.

Corporate Services

Leases:

42 Upper Patrick Street – Adult Education Office – 01.01.20 – 31.12.20

1a Burrin Street Carlow – Carlow Adult Guidance 01.01.20 – 31.12.20

Capital Projects

1. **Coláiste Mhuire, Johnstown** – construction complete, SNU is now operative.
2. **Grennan College, Thomastown** – funding for enhanced project sanctioned, design process is ongoing.
3. **Grennan Mill, Thomastown** – upgrading the electrical and emergency lighting, operational guide for buildings being prepared by H&S consultant.
4. **Borris Vocational School** – funding for enhanced project sanctioned, completion anticipated for end of 2020.
5. **Kilkenny Schools Campus** – preliminary drawings for both schools agreed.
6. **Abbey Community College** – emergency roof works to be completed.
7. **Duiske College** – discussion regarding long-term future accommodation is ongoing.
8. **Summer works** – applications pending for Coláiste Mhuire, Abbey Community College, Coláiste Cois Siúire, Coláiste Eoin and Scoil Aireagail.
9. **St. Fiacc's National School, Carlow** – KCETB managed the appointment of the Design Team for additional accommodation for the school.

It was recently discussed at ETBI, that all educational capital projects in excess of €1m would be facilitated by ETBs.

Finance

The income and expenditure reports for August, September and November were presented.

Overdraft facility - Proposal for an application for overdraft facility in accordance with circular letter 0066/2014

In November 2015 the Board initially approved the Chief Executive's proposal to seek permission from the Minister/DES to borrow for the purpose of carrying out the ETB's functions. The sanction received from the Minister expires on 6 December 2019. Sanction must be sought from the Minister/DES annually. The Chief Executive now proposes that the Board approve a continuation of this overdraft facility in principle and seek sanction from the Minister. This facility has not been required to date, but it is considered appropriate to have the facility in place as a matter of financial prudence.

This was recommended by the Finance Committee at its meeting on 22 October 2019. There is no charge for having the facility available unless it is required. The amount of the overdraft facility will remain unchanged.

Proposed by Mary Hilda Cavanagh, seconded by Andrea Dalton and agreed, the Board approved the CE's proposal to seek permission from the Minister/DES for continued use of the facility.

7. Risk Management

Chief Risk Officer Liam Scott presented the Risk Management Report.

Governance Training

- CE's received training from Crowe Ireland as part of the programme for governance for ETBs
- Institute of Public Administration (IPA) provided further training as part of the board meeting
- Administration staff from Carlow and Kilkenny head offices took part in a governance and risk management workshop. These workshops will be rolled out to other cohorts of staff in 2020

Committee Induction

- Induction training was provided to the Finance and Audit and Risk Committees
- External members also received a copy of the *Members Induction Pack*
- Training needs of committees will be reviewed annually
- Chairs of both committees will receive training from Crowe Ireland in early 2020

Appointment of Chairs of Committee

- Finance Committee – Edward Holohan
- Audit and Risk Committee – Mary Brennan

Risk Management Report

The following report is submitted by the Audit and Risk Committee;

1. Appointment of Chief Risk Officer

Section 7.2 of the Code lists the key elements of the Board's oversight of risk management. The Code requires the appointment of a Chief Risk Officer or suitable management alternative, to identify, measure and manage risk and promote a risk management culture in the organisation.

The Chief Risk Officer's responsibilities, in co-ordination with the executive management team, will include the co-ordination of risk management activities across KCETB, active management of risk registers and submission of Risk Management Reports to the Audit and Risk Committee and Board. The Audit and Risk Committee recommend the appointment of Liam Scott (KCETB Director OSD) as Chief Risk Officer in KCETB.

2. Risk Management Policy

The committee recommend the Risk Management Policy to the Board of KCETB, this policy sets the appetite for risk management in the organisation and is based on a template for all ETBs.

3. Risk Management Implementation Plan

KCETB's Risk Management Implementation Plan sets out the plan to achieve the objectives of KCETB's risk policy. This document is an active working document and subject to modification to ensure risk is managed appropriately in KCETB.

The Audit and Risk Committee recommend the adoption of the Risk Management Implementation Plan as a document subject to ongoing modification which will facilitate an appropriate and effective system of risk management in KCETB.

4. Risk Registers

The Committee reviewed the risk registers presented in their current iteration. The registers will be updated on an ongoing basis in consultation with management and staff. It was suggested by the committee to include a risk owner on the register. Reviews of the risk register will take place at each Audit and Risk Committee meeting.

The committee recommend the Risk Register to the Board. The Risk Register is available for all Board members at any time. It is proposed to furnish a copy of the latest version of the register following comment from the Audit and Risk Committee.

5. Other Policies

The Audit and Risk Committee have a duty to advise the Board on;

- Anti – Fraud and Corruption policy;
- Protected Disclosures policy;

The Audit and Risk Committee review such policies and advise the Board accordingly.

- Financial Authority and Approval levels

The Audit and Risk Committee recommends this document to the Board for confirmation.

6. Report to the Board

The Audit and Risk Committee agreed that the report to the Board may be agreed between the Chair of the Committee and the Chief Risk Officer.

Summary recommendations;

1. Appoint Liam Scott as Chief Risk Officer
2. Adopt Risk Policy
3. Adopt Risk Management Implementation plan
4. Approve Risk Registers

8. Nominations to Youth Work Committee and other BOMs

The Youth Work Committee comprises of Youth Officers and other members who meet 3/4 times a year. Fidelis Doherty proposed Mary Hilda Cavanagh, seconded by Deirdre Cullen and agreed, to the board of the Youth Work Committee.

The Chair outlined that there remained some vacancies on other KCETB BOMs. The following appointments took place:

1. Abbey Community College

Fidelis Doherty

Proposed by: Peter Cleere

Seconded by: Andrea Dalton

2. Music Generation Carlow

Andrea Dalton

Proposed by: Peter Cleere

Seconded by: Brian O'Donoghue

3. Ormonde College

Noel Phelan

Proposed by: Andrea Dalton

Seconded by: Michael Delaney

4. Gaelcholáiste Cheartharlach

Adrienne Wallace

Proposed by: Peter Cleere

Seconded by: Mary Hilda Cavanagh

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

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

It was confirmed that approved minutes of BOMs are submitted to the Board of KCETB.

9. (b) Report from ETBI Reserve Forum

Ger Frisby confirmed that the ETBI Reserve Forum had not met since the last Board meeting.

9. (c) Report from Finance Committee

Finance Committee and Board member – Deirdre Cullen

At the first meeting of the Finance Committee held on Tuesday 22 October 2019, the Finance Committee's activities included;

1. Election of Chairperson – Edward Holohan was nominated as Chair of the committee
2. Formal induction training was provided to members
3. Correspondence received from C&AG regarding the audit of Financial Statements 2018
4. Risk Management – Risk Framework of KCETB was reviewed
5. Review of Capital Projects
6. Review of contracts in excess of €50,000
7. Review of Contracts Register of KCETB
8. Income and Expenditure Reports for June to September 2019
9. Proposal to seek permission for overdraft facility
10. The next meeting of the committee is scheduled for Tuesday 3 December 2019

The committee recommends to the Board that KCETB seek approval from the Minister for the overdraft facility.

9. (d) Report from Audit and Risk Committee

Audit and Risk Committee and Board member – Michael Delaney

At the first meeting of the Audit and Risk Committee held on Thursday 24 October 2019, the Audit and Risk Committee's activities included;

1. Election of Chairperson – Mary Brennan was nominated as Chair of the committee
2. Formal induction training was provided to members
3. Correspondence from the C&AG regarding the audit of Financial Statements 2018
4. Risk Management activities – as outlined by the Chief Risk Officer in the Risk Management Report under section 7 previously.

5. Other KCETB policies considered by the committee included; Anti- Fraud and Corruption Policy, Protected Disclosures Policy and Financial Authorisation and Approval levels.
6. The committee will meet members of the IAU – ETB's in December 2019
7. The next meeting of the committee is scheduled for Monday 9 December

10. Matters for approval or confirmation by the Board

191119 – KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 3 September 2019. The minutes will be published online.

Correspondence received and noted.

191119 – KCETB 02 Chief Executive's Report

For adoption/approval

Including appointment of, Chief Risk Officer, Chairs of Committees, appointments to BOMs.

191119 – KCETB 03 Corporate Services

Approve leases

191119 – KCETB 04 Finance

For approval

191119 – KCETB 05 Finance – overdraft facility

For approval

119119 – KCETB 06 Risk Management

For approval/adoption/noting

191119 – KCETB 07 Appointment of members to Youthwork Committee and Board of Managements

For approval

191119 – KCETB 08 Report of Committees, Schools BOMs

For confirmation

Unless previously stated all the above items were confirmed/approved/adopted as proposed by Michael Delaney, seconded by Caitlín Mhic Cárthaigh and agreed.

11. Other business with prior permission of the Chair

A tour of Tyndall College followed the meeting.

12. Induction training for members

Ger Frisby joined the briefing.

The Chief Executive briefed members on the functions, values, mission and vision of KCETB. The Directors' of Schools, FET and OSD briefly outlined the work of the directorates.

Institute of Public Administration (IPA), Dr. Nicolas Marcoux presented Governance training for Board members as part of the meeting.

Signed:

A handwritten signature in black ink, appearing to be 'Ger Frisby', written over a horizontal line.

Date:

21/1/20

Appendix 1 – Details of appointees to Board of Managements

| Abbey Community College | |
|---------------------------------------|--|
| Parent Nominees | Maria Skehan David Phelan |
| Staff Nominees | Mark Power Linda Cummins |
| Sacred Heart of Mary Trustee nominees | Br. Denis Minehane Dick Dowling Sr. Ursula Canavan |

| Borris Vocational School | |
|---------------------------------|------------------------------------|
| Parent Nominees | Eamon Coleman Patti McKelvie |
| Staff Nominees | Feidlim O'Donnchú Aedeen Cleary |

| Carlow Institute of Further Education and Training | |
|---|--|
| Community Nominees | Noreen Whelan Sinead Dowling |
| Staff Nominees | Kevin O'Doherty Margaret Holohan |
| Third Level Nominees | David Denniffe Conn Ó Mhaoldhomhnaigh |
| Industry Nominees | Colin Duggan |

| Coláiste Aindriú | |
|-------------------------|--------------------------------|
| Parent Nominees | Lorraine Ryan Leo Broderick |

| | |
|--------------------|----------------------------------|
| Staff Nominees | Michael Quinn Maire Lee |
| Community Nominees | Fr. Declan Foley Andy Gladney |

| | |
|-----------------------------|--------------------------------|
| Coláiste Cois Siuire | |
| Parent Nominees | Donal Holden Gillian Bailey |
| Staff Nominees | Martin Gordon Susan Power |

| | |
|----------------------|---------------------------------------|
| Coláiste Eoin | |
| Parent Nominees | John Brendan Ryan Mairead Tompkins |
| Staff Nominees | Mary Hunt Darragh Kelly |
| Community Nominees | Ray McGlynn Doireann Hester |

| | |
|------------------------|---|
| Coláiste Mhuire | |
| Parent Nominees | David Holland Sonya Duggan |
| Staff Nominees | Gemma Dunphy Alan Curran |
| Community Nominees | Jerry Fogarty Breda Manton Angela Campion |

| Coláiste Pobail Osraí | |
|------------------------------|--------------------------------------|
| Parent Nominees | Emma de Buiteir Tadhg Ó Cruaiaoch |
| Staff Nominees | Gemma Ní Bhroinn Tomás de Buiteir |
| Community Nominees | Seán Ó hArgáin |

| Duiske College | |
|-----------------------|---|
| Parent Nominees | Marie Stafford Frank Stafford |
| Staff Nominees | Marie Hayles Willie 'Shea |
| Community Nominees | Tom Walsh Olivia Staunton Seán Connolly |

| Gaelcholáiste Cheartharlach | |
|------------------------------------|---------------------------------------|
| Parent Nominees | Mona Ní Liathain Muiris Ó Raoghail |
| Staff Nominees | Kate Ní Bhriain Deaglán Ó Laochra |
| Community Nominees | Seán Mac Diarmada Michael Daly |

| Grennan College | |
|------------------------|------------------------------------|
| Parent Nominees | Sophie Walsh Richard O'Donoghue |
| Staff Nominees | Miriam O'Donnell John O'Brien |

| Kilkenny City VS | |
|-------------------------|---------------------------------|
| Parent Nominees | Denis Walsh Terri Behan |
| Staff Nominees | Ann Marie Bergin Joey Holden |

| Ormonde College of Further Education | |
|---|-------------|
| Staff Nominees | Aoife Duffy |

| Scoil Aireagail, Ballyhale | |
|-----------------------------------|------------------------------------|
| Parent Nominees | Eamon Aylward Aileen Persse |
| Staff Nominees | Eamon Walsh Valarie O'Callaghan |

| Tyndall College | |
|------------------------|--|
| Parent Nominees | Thomas O'Donoghue Mary Broderick |
| Staff Nominees | Audrey Howard Bowles Dermot O'Boyle |
| Community Nominees | Seamus Donohoe |

Appendix 2 – Details of appointees to Board of Managements - FET

| |
|---|
| Music Generation – Carlow |
| Sinead Dowling – Carlow County Council |
| Ciarán Somers – Borris VS |
| David Forde – CIFET |
| Caitlín Mhic Cárthaigh – Community |
| Music Generation – Kilkenny |
| Mary Mulholland – Kilkenny County Council |
| Mary Butler – Kilkenny County Council |
| Youthwork Committee |
| Mary Mescal – Ossory Youth |
| Kathryn Wall – Youth Work Ireland |
| Margaret Moore – Carlow County Council |