



Kilkenny and Carlow Education and Training Board Minutes Thursday 20 December 2018

- Date:** 20 December 2018
- Venue:** Seville Lodge, Callan Road, Kilkenny
- Attendance:** Teleconference – Matt Doran, Andrea Dalton, Mary Hilda Cavanagh, Keith Shirley Peter Cleere, Michael Daly, Denis Foley, Joe Malone, Richie Minogue, Caitlin Mhic Cárthaigh, John Pender, Eleanor Reddy, Maurice Shortall.
- Apologies:** Fergal Browne, Jenny O'Regan Byrne, Gerard Brophy, Fidelis Doherty, Ger Frisby, Breda Gardner, Karen Hennessey, Diarmuid O Se.

Peter Cleere (Chair) presided at the meeting

1. Procedures for Conflict of Interest

Conflict of Interest

The ETB Act of 2013 and the Code of Governance (2015) 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. Appointment of Acting Chief Executive

- I. The appointment of a Chief Executive, and where necessary an acting Chief Executive, is a reserved function [Section 12 (2)(b) ETBA 2013].
- II. Cynthia Deane, Chief Executive – Kilkenny and Carlow ETB provided notice of retirement to Kilkenny and Carlow ETB Board and the Department of Education and Skills on 5 July 2018.
- III. The Public Appointments Service on behalf of the Department of Education and Skills held a competition for the purpose of recommending a person for appointment to the position. The recruitment schedule was as follows:

- a. The Public Appointments Service advertised the position on 11 October 2018
- b. Closing date for completed applications was 1 November 2018
- c. The selection process which was undertaken by the Public Appointments Service included two rounds of interviews with the final round of interviews taking place on 19 December 2018
- d. It is expected that the Public Appointments Service will notify KCETB of the outcome in January 2019.

IV. Appointment of Acting Chief Executive

The Department of Education and Skills provided sanction to appoint an Acting Chief Executive on 15 November 2018 and outlined the following guidelines with regard to the appointment:

- a. The acting post to be advertised within the scheme
- b. The criteria for appointment to be the same as for the permanent Chief Executive post advertised by the Public Appointment Service
- c. The composition of the interview panel to include: nominee of outgoing CE; nominee of the Chair of ETB; and an independent person, preferably with HR and education background
- d. The recruitment schedule was as follows:
 - I. Position advertised within the scheme on 6 December 2018
 - II. Closing date for applications was 13 December 2018
 - III. Interview for the position held on 20 December 2018
- e. The Selection Board Members:
 - Clr. Peter Cleere, Chair of Kilkenny and Carlow ETB
 - Mr. Richie Manogue, Independent Adviser
 - Ms. Cynthia Deane, Chief Executive – Kilkenny and Carlow ETB
- f. In accordance with the Education and Training Board Act 2013 the Selection Board recommends the following candidate for appointment by the Board

Recommended candidate: Eileen Curtis

Appointment to Acting Chief Executive position effect from 1 January 2019.

2. Matters for approval/confirmation of board

Appointment of Eileen Curtis as Acting Chief Executive effective from the 1 January 2019.
Proposed by Peter Cleere, seconded by Richie Manogue and agreed.

Signed:

Chairperson



Date:

17/1/19