



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



## Kilkenny and Carlow Education and Training Board

### Minutes

21 January 2020

Date: 21 January 2020  
Time: 3.30pm  
Venue: Kilkenny Ormonde Hotel

Attendance: Mary Hilda Cavanagh, Peter Cleere, Laura Conheady, Deirdre Cullen, Andrea Dalton, Michael Delaney, Eamonn Doheny, Fidelis Doherty, Ger Frisby, Matthew Kenny, Richie Manogue, Caitlín Mhic Cárthaigh, Noel Phelan, 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, Eileen Brophy, Denis Hynes, Jenny O'Regan Byrne, Clare Ryan, Brian O'Donoghue, Patrick O'Neill.

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 expressed to Martin Stapleton, CDS Architectural Metalwork on winning the Generation Apprenticeship Employer of the Year award from SOLAS.

## **3. Minutes of board meeting held on 19 November 2019**

The minutes of the meeting held on 19 November 2019 had been circulated to board members in advance (Document 210120 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Caitlín Mhic Cárthaigh, seconded by Michael Delaney and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 19 November 2019.

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

No matters arising

## **5. Correspondence**

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

- 0065/2019 – Revision of salaries for SNAs
- 0066/2019 – Revision of salaries for clerical officers and caretakers
- 0068/2019 – Revision of salaries in respect of all staff other than teachers and SNAs
- 0071/2019 – Educational licences for the use of Copyright works
- 0072/2019 – Revised rates and thresholds of the Additional Superannuation Contribution
- 0073/2019 – Revision of certain daily/hourly rates
- 0001/2020 – Revisions to LC Arabic interim syllabus
- 0002/2020 – Prescribed material for the LC English examination in 2022

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

- Email from Martina Mannion DES re submission of Annual Service Plan 2020 prior to March 1
- Letter from DES re ordinary non-pay (ONP) for 2019
- Letter from DES re grants for financial year ending 31 December 2019

### **Other correspondence**

- **Bank of Ireland** – Notification regarding change in interest rates on business current and demand deposit accounts effective from 02.12.19
- **SOLAS** – Strategic Dialogue meeting

- **SOLAS** – FET Planning and Funding 2020, initial allocation for planning is €19m approx.
- **SOLAS** – Overarching Planning and Funding parameters and requirements
- **IT Carlow** – Governing Body appointment of Ms. Kathleen Holohan

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

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

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

#### **Governance**

##### **(i) Ethics Declarations**

Documentation in compliance with the Ethics in Public Office Acts 1995 & 2001 and Code of Governance for ETBs 2019, in regard to the disclosure of interests have been circulated to all members. The Chairperson requested that Board members complete the forms and return to the administrative support following the meeting.

##### **(ii) Board documentation**

Appointment documentation remains outstanding in some instances and members were requested to provide same as soon as possible.

##### **(iii) Approval of Service Plan**

Approval of the Annual Service Plan is required prior to March 1 in accordance with the Education and Training Boards Act 2013 and Code of Practice for the Governance of ETBs 2019. A meeting of the Finance Committee must also take place prior the Board meeting. A further meeting of the Board will be required in February and a quorum is vital for this meeting.

##### **(iv) Approval of Annual Financial Statements**

Approval of the Annual Financial Statements 2019 will take place at the March meeting (Tuesday 24 March 2020, Carlow Institute of Further Education and Training). A quorum is vital for this meeting to ensure financial statements are approved prior to the submission deadline of 1 April 2020. The Chief Executive stressed the importance of achieving a quorum for this meeting as the AFS must be adopted and submitted prior to the deadline date.

The Finance Committee and Audit and Risk Committee have a specific role and work programme in relation the AFS and internal control assurances prior to approval of the statements.

### **Opening of Carlow Campus**

All board members were invited to the official opening of Tyndall College and Carlow Institute of Further Education and Training, by the Minister for State at the Department of Housing, Planning and Local Government with special responsibility for Local Government and Electoral Reform John Paul Phelan TD on Wednesday 29 January 2020.

### **Kilkenny Schools Campus**

It was outlined that the final elements of the Heads of Agreement were clarified and agreed with the DES before Christmas. The Heads of Agreement can now be progressed and It is anticipated that the Stage 1 meeting with the DES will take place in February.

## **6.2 Schools**

Director of Schools Pauline Egan presented the schools report.

### **Teaching and Learning**

- The third **Teaching and Learning Workshop** on the Magenta Principles will take place on 5 February 2020.
- **Digital Strategy for Schools** – two training sessions in schools for staff will be take place this term with a third training day to be offered early in the next school year. Training will focus on using Office 365 – Microsoft Teams and One Note for teaching and learning purposes.
- **Deputy Principals Network Meeting** took place in January 2020 and the focus of this session was around code of behaviour issues and managing behaviour positively. A Deputy Principals Microsoft Team has been set up on office 365 for sharing and collaborating best practice.
- **Curricular Planning for the 2020/2021 year** is underway and CPD has been organised for school leaders to take place in January. Professional Learning support for new principals around curriculum planning and timetabling has also taken place.

### **Inspection Reports**

The following inspection reports have been received:

- Maths Subject Inspection – Gaelcholáiste Cheatharlach
- Guidance Inspection – Kilkenny City Vocational School
- Home Economics Subject Inspection - Coláiste Eoin Hacketstown
- Follow up on Management, Leadership & Learning Inspection – Borris Vocational School
- Follow up on Management, Leadership & Learning Inspection - Coláiste Mhuire, Johnstown

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

The following inspection report is awaited:

- Management, Leadership & Learning, (Whole School Evaluation)- Grennan College

**Governance and Management of Schools**

- **Kilkenny and Carlow ETB School Self Evaluation CPD - the third session on *Leading School Self Evaluation in your School* will take place in February 2020.**
- **Training for New Boards of Management for Schools, Colleges and Centres – further training will take place in January for those who were unable to attend previous sessions. The Director of Schools stressed the importance of attendance of members at the BOM training. BOM Training for Secretaries and Chairpersons will also take place in February.**
- Confirmation of the following Chairs of School Boards of Management:

<b>NAME OF SCHOOL</b>	<b>BOM CHAIRPERSON</b>
<b>Abbey Community College</b>	Ger Frisby
<b>Borris Vocational School</b>	Peter Cleere
<b>Coláiste Aindriú</b>	Máire Lee
<b>Coláiste Eoin</b>	Jenny O’Regan-Byrne
<b>Coláiste Mhuire</b>	Mary Hilda Cavanagh
<b>Coláiste Cois Siuire</b>	Martin Gordon
<b>Coláiste Pobail Osraí</b>	Caitlin Mhic Cárthaigh
<b>Carlow Institute of Further Education and Training</b>	Noreen Whelan
<b>Duiske College</b>	Peter Cleere
<b>Grennan College</b>	Patrick O’ Neill
<b>Gaelcholáiste Cheatharlach</b>	Caitlín Mhic Cárthaigh
<b>Kilkenny City Vocational School</b>	Deirdre Cullen
<b>Scoil Aireagail</b>	Deirdre Cullen
<b>Tyndall College</b>	Seamus Donohue

- **ETBI Train the Trainer Board of Management Training – The following nominees will attend from our ETB – Pauline Egan, Conor Power, Michelle Jefford, Jimmy Dermody and Maidlín Mhic Lochlainn. The first date for the training is scheduled for mid- February.**

- Confirmation of Admissions Policy for the following schools:
  - Coláiste Mhuire, Johnstown.
  - Kilkenny City Vocational School.
  
- Application forms and circulars in relation to job-sharing, career break and transfer for teaching staff are being distributed to KCETB schools and centres. The closing date for receipt of application forms is on or before 1 February 2020.
- A CPD Training on **Delivering Excellence in Guidance Provision** will take place in February.
- Induction for newly appointed teachers and PME students - The 3<sup>rd</sup> induction session on the theme of **Building Positive Relations in the School Community** takes place in February.
- All our school leaders have signed off on our Corporate Governance Assurance Document(s).

**Approval of appointments to BOMs**

<b>Borris Vocational School</b>	
Community Nominees	Kieran Lucas Helen O'Keefe

<b>Ormonde College of Further Education</b>	
Teacher Nominees	Aoife Duffy Vincent Andrews
Student Nominees	Romina Pesce Shane McLaughlin

<b>Tyndall College</b>	
Community Nominee	David Cowen

<b>Coláiste Cois Siuire</b>	
Community Nominee	Cathy Egan

<b>Coláiste Pobail Osraí</b>	
Community Nominee	Malcom Noonan

### 6.3 Further Education and Training

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

**SOLAS:** SOLAS visited KCETB in December have its annual strategic dialogue meeting. The dialogue meeting went very well. Both SOLAS and the FET team were pleased with the dialogue as led by Eileen Curtis, CE KCETB and Andrew Brownlee CE SOLAS. The themes discussed included:

- Meeting the Evolving Needs of the Labour Market
- Progression to Other Learning Opportunities
- Active Inclusion and Development of Transversal Skills
- Lifelong Learning and Workforce Upskilling
- Developing more flexible delivery models and technology enhanced learning
- Certification and awards offered by KCETB
- Development of pre-2016 and 2016-plus apprenticeships

The initial financial allocation for planning for 2020 is €19,026,896.45. All FET programmes / courses are currently being scheduled on the PLSS / NCC, and also on [www.fetchcourses.ie](http://www.fetchcourses.ie)

#### Final statistics at a glance for 2019:

2017	2018	2019
	5447 Actual (Distinct Learners)	6819 Distinct Learners
7206 Beneficiaries	7067 Beneficiaries	10392 Beneficiaries
Over 30% Increase in Adults seeking FET level provision engaging in lifelong learning interventions		

It was noted by the Director of FET that some learners take up more than one place on programmes.

The above numbers do not include those availing of the Adult Guidance Service, nor does it include Youth Services provision and Music Generation.

<b>KCETB QQI Stats</b>				
	<b>Major</b>	<b>Minor</b>	<b>Special Purpose</b>	<b>Total</b>
<b>2016</b>	927	4209	0	5136
<b>2017</b>	984	5828	106	6918
<b>2018</b>	901	3900	106	4907
<b>2019</b>	839	4935	52	5826

In 2019 KCETB accounted for 47% of all QQI awards made in Kilkenny and Carlow. In addition, 1028 City and Guilds certs were awarded in 2019.

- CIFET: 454
- Training Services: 324
- VTOS: 250

**Youthreach Inspection:** Carlow Youthreach has been inspected by DES Inspectors as part of evaluations of centres providing the Youthreach Programme. Two inspectors were at Youthreach in January focusing both on the learner experience and centre organisation and management. Verbal feedback will be given next week, with a formal report to follow.

**Learner Survey:** KCETB conducted a Learner Survey in November 2019. 755 learners responded to an online questionnaire, representing both full time and part time learners.

In attending a KCETB FET course:

- Over 45% of learners said they wanted to gain a qualification for work.
- Over 29% stated they wanted to prepare for third level.
- 12% said they wanted to change career.
- 14% other reasons.

**Music Generation Kilkenny** was officially launched in November. Ms Rosaleen Molloy from Music Generation National Office attended and the event in the Springhill saw primary schools from Castlecomer and Muckalee perform.



## 6.4 Organisational Support and Development

Liam Scott Director of OSD presented the OSD report.

### Human Resources

#### Appointments:

- Youthreach Carlow: Co-ordinator Ciaran Kennedy
- CEF TEL / CPD: John O’Neill
- CEF QA: Amanda Butler
- Grade 5: Tomas Farrell

### Corporate Services

#### Leases:

Carlow Community Enterprise House, 05.02.2020 – 04.02.2021

### Capital Projects

1. **Grennan College, Thomastown** – application for planning is pending with Kilkenny CoCo.
2. **Borris VS** – construction of 3 classrooms and an ASD unit is scheduled for completion in 2021.
3. **Kilkenny Schools Campus** – Design Team currently finalising design options.
4. **Abbey Community College** – consultant appointed for upgrading of safety system under Summer Works Scheme 2020.
5. **Coláiste Mhuire, Johnstown** – Funding received from DES for traffic management issues.

#### Transfer of Land – Talbot’s Tower

- It is proposed to exchange a small parcel (0.012 hectares) of land situated at Talbot’s Tower, Ormonde Road, to Mairead O’Dwyer. The small parcel of land is fully comprised within the garden of number 13 Ormonde Road, Kilkenny.
- Board approval to dispose of the parcel of land in question is required under Section 12 (2) (n) of the Education and Training Boards Act 2013 and section 8 of the Code of the Practice for the Governance of Education and Training Boards 2019.
- KCETB will seek Ministerial approval for this transaction subject to the agreement of the Board.

Access to Talbot’s Tower will not be affected. The transfer of land is to correct a historical mapping error.

## Finance

The income and expenditure reports for November and December were presented.

### Overdraft facility

At its meeting on 19 November 2019, 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 an overdraft of €2,000,000 covering the period 7 December 2019 to 6 December 2020.

Under Part 6 Section 49 of the Education and Training Boards Act 2013, having regard to directions of the Minister, the Chief Executive now requests the Board to accept the proposal.

## 7. Risk Management

Chief Risk Officer, Liam Scott presented the Risk Management Report.

### *Audit and Risk Committee*

**Committee meeting date:** 09 December 2019

- The Audit and Risk Committee adhered to its statutory obligation of meeting four times in 2019, in accordance with the ETBs Act 2013
- The Finance Committee adhered to its statutory obligation of meeting four times in 2019, in accordance with the ETBs Act 2013
- Governance Training – Crowe Consulting are providing training for Chairs CEs and Directors, Chairs and Committees Chairs. Board member training will be provided in 2020
- An update on governance briefings during 2019 was presented to the committee. These briefings included several categories of staff and members including; the executive and senior management teams, administration staff, FET staff and members of boards and committees
- These briefings will continue in 2020 and facilitate all KCETB staff in meeting their governance responsibilities
- A number of policies and procedures have been updated and implemented to enable KCETB to meet the highest standards of governance and internal control
- The committee were presented with the Procurement Policy and thresholds

### Risk Registers

Amendments to the OSD Risk Register were accepted by the Audit and Risk Committee as recommended by the OSD sub-committee.

1. Three risks were archived on the basis that the control measures in place are now adequate and sufficient
2. The risk rating for two risks was reduced on the basis that control measures have been sufficiently implemented to reduce the likelihood and/or impact of the risk arising

Recommendations from the Corporate, FET and Schools sub-committees will be brought to Audit and Risk Committee later in January 2020.

### **Internal Audit**

The committee were advised of two internal audits;

1. Procurement Audit (now received)
  - The Draft Procurement Audit report has been received from the IAU.
  - The overall Internal Audit Opinion is that the system of internal control for procurement in KCETB is comprehensive.
2. Audit of Previous Audit Recommendations

The Executive Management Team and Board extended their gratitude to all those involved in procurement for their ongoing work and diligence.

### **Outstanding debts**

It is anticipated that outstanding creditors of Thomastown School of Food will receive a pro-rata payment of the sum outstanding.

### **IAU – ETB Briefing**

The Director of IAU – ETBs Michael Mullarkey gave a presentation to the committee, outlining;

- Roles and responsibilities of the IAU
- Engagement of the committee and the IAU
- The contributors to forming a work plan/audit schedule
- Relationship of C&AG and IAU

### **Protected Disclosure**

- One Protected Disclosure was received by KCETB in 2019.
- The matter was dealt with in accordance with the Protected Disclosures Policy.

### **Ethics in Public Office Act**

Board members are required to complete and return their ethics declarations by 31 January 2020. The Standards in Public Office Commission now require the completion of forms even for “nil” declarations.

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

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

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

Ger Frisby confirmed that the ETBI Reserve Forum met for the first time since the establishment of new ETB Boards. Ger Frisby was elected from that forum to membership of the ETBI Board.

#### **8. (c) Report from Finance Committee**

##### **Finance Committee and Board member – Deirdre Cullen**

A meeting of the Finance Committee was held on Tuesday 03 December 2019, the Finance Committee's activities included;

1. Risk Management Report
2. Review of Capital Projects
3. Review of Contract Register
4. Income and Expenditure reports for October 2019
5. The next meeting of the committee is scheduled for Tuesday 11 February at 4.30pm in Kilkenny

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

##### **Audit and Risk Committee and Board member – Michael Delaney**

A meeting of the Audit and Risk Committee took place on Monday 09 December 2019, the committee's activities included;

1. Risk Management Report of the Chief Risk Officer – as outlined in section 7 previously
2. Review of the governance briefings and policies developed/updated
3. Informed of one Protected Disclosure received in 2019
4. IAU – ETBs presentation by Director Michael Mullarkey
5. The next committee meeting is scheduled for Monday 27 January 2020

#### **9. 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 19 November 2019. The minutes will be published online.

Correspondence received and noted.

**191119 – KCETB 02 Chief Executive’s Report**

For adoption/approval – including appointment of Chairs of Committees.  
Proposed by Mary Hilda Cavanagh, seconded by Andrea Dalton and agreed.

**191119 – KCETB 03 Corporate Services**

Approve leases and transfer of land.  
Proposed by Mary Hilda Cavanagh, seconded by Ger Frisby and agreed.

**191119 – KCETB 03 Finance**

For approval (including overdraft facility)  
Proposed by Deirdre Cullen, seconded by Michael Delaney and agreed.

**119119 – KCETB 04 Risk Management**

For approval/adoption/noting  
Proposed by Ger Frisby, seconded by Matthew Kenny and agreed.

**191119 – KCETB 05 Report of Committees**

For confirmation  
Proposed by Mary Hilda Cavanagh, seconded by Adrienne Wallace and agreed.

**10. Other business with prior permission of the Chair**

The meeting was immediately followed by a presentation to retiring employees and board members of KCETB. Retirees were presented with a token in appreciation of their contribution to KCETB.

**11. Date of next meeting**

An additional meeting of the Board must be scheduled prior to March 1 to allow for the adoption of the Service Plan 2020.  
Tuesday 18 February 2020 at 3.30pm was proposed by Peter Cleere, seconded by Mary Hilda Cavanagh and agreed.

Signed:



Date:



