



Board Oideachais agus Oiliúna  
o Mhíó Chárthaigh agus C. heathachtach  
Kilkenny and Carlow  
Education and Training Board



**Kilkenny and Carlow Education and Training Board**  
**Minutes**  
**21 March 2019**

Date: 21 March 2019

Venue: Kilkenny and Carlow ETB, Seville Lodge, Callan Road, Kilkenny

Attendance: Mary Hilda Cavanagh, Peter Cleere, Andrea Dalton, Michael Daly, Fidelis Doherty, Matt Doran, Denis Foley Karen Hennessy, Caitlín Mhic Cárthaigh, Jenny O'Regan Byrne, Keith Shirley, Maurice Shortall.

Also in attendance: Chief Executive Eileen Curtis; Director of Organisation Support and Development Liam Scott; Director of Further Education and Training Martha Bolger, and Executive support Áine Murphy.

Peter Cleere (Chairperson) presided at the meeting

Apologies: Fergal Browne, Gerard Brophy, Ger Frisby, Breda Gardner, Joe Malone, Richie Manogue, Diarmuid Ó Sé, John Pender, Eleanor Reddy

**Conflict of Interest**

At the start of the meeting, the Chair 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.

### **1. Condolences and congratulations**

Condolences were extended to those recently bereaved.

### **2. Minutes of board meeting of 17 January 2019 and 19 February 2019**

The minutes of the meetings held on the 17 January 2019 and 19 February 2019 had been circulated to board members in advance (Document 190321 – 02/03). The minutes were taken as read.

The minutes of both meetings were proposed by Fidelis Doherty seconded by Caitlín Mhic Cárthaigh, and agreed. Both minutes were recorded as a true record of the proceedings of the board meetings held on 17 January 2019 and 19 February 2019.

### **3. Matters arising from minutes**

No matters arising

### **4. Correspondence**

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

- 0002/2019 – Code of Practice for the Governance of Education and Training Boards
- 0003/2019 – Good practice guidelines and requirements in relation to provision of goods/services and department approval
- 0004/2019 – Post graduate diploma programme for continuing professional development for Special Education Teachers 2019/2020
- 0005/2019 – Graduate certificate in education of pupils with Autism Spectrum Disorder (ASD) for teachers working with pupils with ASD
- 0006/2019 – Post graduate certificate/diploma programme of continuing professional development for teachers working with students with Special Educational Needs
- 0008/2019 – Special education teaching allocation
- 0010/2019 – Policy on Gaeltacht Education 2017-2022 – next implementation phase
- 0011/2019 – Policy on Gaeltacht Education 2017-2022 – consider joining scheme
- 0014/2019 – Approved allocation of teaching posts 2019/20 School year
- 0015/2019 – Scheme to share teachers between recognised post-primary schools for the 2019/2020 school year
- 0016/2019 – Home school community liaison scheme
- 0017/2019 – Teacher fee refund scheme 2018
- 0018/2019 – Grant scheme for ICT Infrastructure – 2018/2019 School year

- 0021/2019 – Application of additional increments awarded in relation to new entrants under the Public Service Stability Agreement 2013 – 2020
- 0022/2019 – Revision of 2011 entrant teacher salaries with effect from 1 March 2019 – application of additional increments
- 0023/2019 – Prescribed material for the Leaving Cert English Examination in 2021

The Chief Executive outlined the importance of circular 0002/2019 to Board members, Director of OSD Liam Scott, provided a brief introduction to the code under the Risk Management section.

#### **Other correspondence**

- Jonah Special School – request for member of KCETB Board to attend board of management meetings

The CE suggested that a nomination to the Board be deferred until the new KCETB Board is formed, this was proposed by Maurice Shortall, seconded by Denis Foley and agreed.

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

Chief Executive Eileen Curtis delivered the Chief Executive's report.

#### **5.1 Corporate Governance and Administration**

##### **New Code of Practice for the Governance of Education and Training Boards**

The new Code of Practice for the Governance of Education and Training Boards is effective from 30 January 2019. This code has informed the process of preparation of the Annual Financial Statements for 2018 and will continue to guide our work going forward. The Code emphasises the "tone at the top" as an important factor in establishing good corporate governance practices. Training will be provided to members on the appointment of the Board later in the year.

##### **Annual Financial Statements for 2018**

KCETB annual accounts for 2018 have been completed and will be submitted to the C&AG by the deadline of 31 March 2019. Thanks to all staff who have collaborated in the process, and to the Finance and Audit and Risk Committees for the role they play in ensuring that KCETB upholds high standards of governance.

The statement of internal control for 2018 will be signed by the Chair and submitted with the accounts. The statement is based on the assurances provided by the Finance and Audit and Risk Committees in their reports to the Board (see items 8.2 and 8.3 below). All relevant matters are included in the Statement of Internal Control. Relevant documents pertaining to internal control were circulated to Board members for their consideration.

### **Annual Report**

A draft Annual Report has been prepared and is presented to the board for adoption. It is a requirement under the Code of Practice for the Governance of ETBs. Board members are asked to review the Annual Report in draft format and suggest any amendments to the executive.

### **5.2 Schools**

Chief Executive Eileen Curtis presented the Schools report.

#### **Teaching and Learning**

All schools have completed mock examinations and are preparing for practical and oral examinations.

The final Teaching and Learning Workshop with Mike Hughes took place on Wednesday 27 February. Planning for a further cohort of teachers for the 2019/20 academic year is currently being organised.

A series of in-service training sessions for school leaders and teachers, including cluster training sessions commenced for all schools in January regarding the further roll out of the Junior Cycle.

#### **Inspection Report**

The following inspection reports have been received:

- Coláiste Aindriú – Subject Inspection in Guidance
- Grennan College – Subject Inspection Business Studies and Business
- Grennan College – Child Protection and Safeguarding Inspection
- Scoil Aireagail – MLL feedback on 24 January

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

#### **Governance and Management of Schools**

- Following the introduction of the new form of Child Protection Inspection work on new procedures has taken place. An input from DES Inspectors was given at the ETBI Principals/Deputy Principals Conference. Further training will be provided as new school boards of management are formed in September. It is a requirement that the Child Protection Oversight Report is provided at each board meeting.
- Staff planning for the 2019/20 school year is ongoing. Applications for career breaks, job sharing and transfers have been received. The initial teacher allocation for 2019/20 has been received and is 413.91 wte. Submissions for curricular concessions have been made by the schools and submitted to the DES.

- The Annual Spring Seminar for Principals and Deputy Principals took place on 14/15 March and focussed on teaching and learning, on aspects of school management and on leadership within the school community. This provides critical CPD for our school leaders.
- Planning for Tyndall College and Carlow Institute of Further Education is ongoing with a particular focus on preparation for the 2019/20 academic year and anticipated increased numbers.
- Coláiste Mhuire, Johnstown – Admissions Policy

### **Coláiste Aindriú**

Planning work is ongoing in the school and the current 1<sup>st</sup> year enrolment as indicated. Further promotion work is ongoing. Curricular planning for 2019/20 is currently being undertaken and this will form the basis of subject provision for next year. Taster programmes for primary school students have taken place again this year and a full programme of extra-curricular activities is continuing to take place in the school.

Members of the Board welcomed the level of enrolment in Coláiste Aindriú and the CE reassured the Board that KCETB is in contact with the Department of Education and Skills on a regular basis regarding all KCETB staffing.

### **5.3 Further Education and Training**

Director of Further Education and Training, Martha Bolger presented the Further Education and Training report.

#### **Focus on Apprenticeship at KCETB**

By 2020, Ireland will have over 70 different types of apprenticeship on offer, spanning the full range of industry sectors and leading to awards on the National Framework from Level 5 Certificate to PhD Level 10. Kilkenny and Carlow ETB has over 612 registered apprentices. There are 108 companies in Carlow employing 264 apprentices (both pre and post 2016). There are 152 companies in Kilkenny employing 348 apprentices (both pre and post 2016).

An apprenticeship is a programme of structured education and training which formally combines and alternates learning in the workplace with learning in an education or training centre. It is a dual system, a blended combination of on-the-job employer-based training and off-the-job training. Since 2016 there are two categories of apprenticeships: The Trade / Craft Apprenticeship (referred to as pre 2016) and New Apprenticeships (those created since 2016).

KCETB run a number of apprenticeship phases including Phase 2 Electrical at Purcellsinch and in association with Carlow IOT Carpentry and Joinery Phase 6, Electrical Instrumentation Phase 4 and Electrical Phase 4. In addition to these KCETB is a collaborating partner on the new Commis Chef Apprenticeship and has 12 apprentices completing their Level 6. They attend training 2 days a week.

**Key features of Apprenticeship include:**

Trade / Craft Apprenticeship (SOLAS)	New Apprenticeships
<ul style="list-style-type: none"> <li>• Minimum 50% on-the-job learning</li> <li>• Flexible delivery – online, blended, off-the-job learning in increments/blocks</li> <li>• The State funds off-the-job learning</li> <li>• Apprentices are employed under a formal contract of apprenticeship</li> <li>• Leads to Level 6 on the NFQ</li> <li>• Approx. 4 years duration</li> <li>• 7 phases alternating between on the job with an employer and off the job – training.</li> </ul>	<ul style="list-style-type: none"> <li>• Industry-led through the formation of a Consortium Steering Group</li> <li>• Leads to Levels 5–10 on the NFQ</li> <li>• Between 2–4 years in duration</li> <li>• Examples block release, day, online</li> <li>• Paid for duration of apprenticeship</li> </ul>

**Types of Apprenticeship Available and National Registrations to date in 2019.**

<b>Construction (179)</b>	<ul style="list-style-type: none"> <li>• Brick and Stonelaying L6</li> <li>• Carpentry and Joinery L6</li> <li>• Painting and Decorating L6</li> <li>• Plastering L6</li> <li>• Plumbing L6</li> <li>• Stonecutting and Stonemasonry L6</li> <li>• Wood Manufacturing and Finishing L6</li> </ul>
<b>Electrical (263)</b>	<ul style="list-style-type: none"> <li>• Aircraft Mechanics L6</li> <li>• Electrical L6</li> <li>• Electrical Instrumentation L6</li> <li>• Electronic Security Systems L6</li> <li>• Instrumentation L6</li> <li>• Refrigeration and Air Conditioning L6</li> </ul>
<b>Engineering (105)</b>	<ul style="list-style-type: none"> <li>• Farriery L6</li> <li>• Industrial Insulation L6</li> </ul>

	<ul style="list-style-type: none"> <li>• Mechanical Automation and Maintenance Fitting L6</li> <li>• Metal Fabrication L6</li> <li>• Pipefitting L6</li> <li>• Sheet Metalworking L6</li> <li>• Toolmaking L6</li> </ul> <p><u>Newly Added</u></p> <ul style="list-style-type: none"> <li>• Industrial Electrical Engineering L7</li> <li>• Polymer Processing Technology L7</li> <li>• Manufacturing Engineering L7</li> <li>• Manufacturing Technology L6</li> <li>• OEM Engineering L6</li> </ul>
<b>Finance (21)</b>	<p><u>Newly Added</u></p> <ul style="list-style-type: none"> <li>• Accounting Technician L6</li> <li>• Insurance Practice L8</li> <li>• International Financial Services Associate L6</li> <li>• International Financial Services Specialist L8</li> </ul>
<b>Hospitality (3)</b>	<p><u>Newly Added</u></p> <ul style="list-style-type: none"> <li>• Commis Chef L6</li> <li>• Chef de Partie L7</li> <li>• Craft Butcher L5</li> </ul>
<b>ICT (14)</b>	<p><u>Newly Added</u></p> <ul style="list-style-type: none"> <li>• ICT Associate Professional Network Engineer L6</li> <li>• ICT Associate Professional Software Developer L6</li> </ul>
<b>Logistics</b>	<ul style="list-style-type: none"> <li>• Logistics Associate L6</li> </ul>
<b>Biopharma</b>	<ul style="list-style-type: none"> <li>• Laboratory Analyst L7</li> <li>• Laboratory Technician L6</li> </ul>
<b>Motor (79)</b>	<ul style="list-style-type: none"> <li>• Agricultural Mechanics L6</li> <li>• Construction Plan Fitting L6</li> <li>• Heavy Vehicle Mechanics L6</li> <li>• Motor Mechanics L6</li> <li>• Vehicle Body Repairs L6</li> </ul>

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<b>Property Services</b>	<ul style="list-style-type: none"><li>• Auctioneering and Property Services L6</li></ul>
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## KCETB Apprenticeship Registrations 2017 and 2018

Carlow 2017 & 2018			Kilkenny 2017 & 2018	
Trade	No Registered 2017	No Registered 2018	No. Registered 2017	No. Registered 2018
Agricultural Mechanic	2	1	4	2
Brick & Stone laying	0	1	1	2
Carpentry & Joinery	7	6	10	8
Construction Plant Fitting	0	0	0	1
Electrical	26	26	29	43
Electrical Instrumentation	4	2	3	3
Electronic Security Systems	4	1	0	2
Farrier	0	1	0	0
Heavy Vehicle Mechanics	0	1	4	4
MAMF (Fitting)	6	2	4	5
Metal Fabrication	7	11	0	1
Motor Mechanics	6	9	3	5
Pipefitting	0	3	0	0
Plastering	0	1	2	1
Plumbing	5	2	7	7
Refrigeration & Air Conditioning	1	1	0	0
Stonecutting & Stonemasonry	0	0	1	1
Toolmaking	17	15	0	0
Vehicle Body Repair	0	0	1	0
Wood Manufacturing & Finishing	2	3	2	3
Accounts Technican	0	1	3	1
Commis Chef	0	1	0	6
Insurance Practitioner	0	0	1	0
<b>Totals</b>	<b>87</b>	<b>88</b>	<b>75</b>	<b>95</b>

The Board commented on the great progress in the development of apprenticeships in KCETB. Expansion of the Purcellsinch facility will allow for an increase in numbers as other apprenticeship phases are provided.

The Board and executive also expressed their appreciation for the recent tour of the Purcellsinch facility and expressed their thanks to all those involved.

#### **5.4 Organisational Support and Development**

Director of Organisation Support and Development, Liam Scott presented the OSD report.

##### **Human Resources**

###### **Appointments:**

1. Carmel Bryan has been appointed as Adult Literacy Organiser (Kilkenny)
2. Claire Jackman has been appointed as BTEI Co-ordinator (Kilkenny)

###### **Recruitment**

Kilkenny and Carlow Education and Training Board has received sanction to proceed with the filling of Director of Schools vacancy. The ETB is currently in the process of liaising with the Public Appointments Service (PAS) with regard to same.

##### **Corporate Services**

###### **Leases:**

Property: Unit 1A, Burrin Street, Carlow

KCETB Services: Carlow Adult Guidance, Comm Ed, Carlow Youth Office

Renewal of lease: Period of cover 01.05.2019 to 31.12.19

Property: 1-3 Granby Row Carlow

KCETB Service: VTOS

Renewal of lease: Period of cover 01.09.2019 to 31.08.2020

Property: Unit 3, Danville Business Park, Kilkenny

Service: BTEI

Renewal of lease: Period of cover: 01.09.19 to 31.08.22

Property: Unit 7, Danville Business Park, Kilkenny

Service: BTEI

Renewal of lease: Period of cover 20.08.19 to 25.08.24

Property: Former Kilkenny City Presbyterian Church

Service: Ormonde College Kilkenny

Renewal of lease: Period of cover 02.06.2019 to 01.06.2021

Property: Unit F & H, Purecellsinch

Service: KCETB Training Services Apprenticeship and Training Programmes

New lease proposal for Summer 2019 for a period of ten years

Property: Small area of Borris Vocational School grounds

Proposal: Lease land to Carlow County Council to facilitate Borris Viaduct Rural Regeneration Project

Benefit: Community co-operation and carpark provision

Proposed leases are being brought before the Board in the context of future meetings of the current Board. Clarification was provided to Board members that leases are being entered into for various time frames to align and consolidate the timeframe of leases to facilitate long term planning. The Board noted that the provision of an educational campus might eliminate the need for leased accommodation in the future.

### **Capital Projects**

The following updates were provided on Capital Projects:

- **Coláiste Mhuire, Johnstown** – classrooms and ASD unit, construction in line for completion in Autumn.
- **Grennan College, Thomastown** – classrooms and new science laboratory.
- **Borris Vocational School** – classrooms and ASD unit, contractor is on site.
- **Kilkenny Schools Campus** – two new schools. Design Team Tender Package to be advertised shortly.
- **Tyndall College/CIFET** – construction work ongoing. One month's notice will be given to schools to facilitate a smooth transition.
- **Abbey Community College** – roof repairs to begin during the summer.
- **Duiske College, Graiguenamanagh** – Design Team appointed and tender for building contractor to refurbish two prefabricated blocks being prepared.

Consultation will take place between the DES, Design Team, KCETB and individual schools before the commencement of projects.

## **Finance**

The Income and Expenditure reports for October and November 2018 and January 2019.

Other items under Finance included:

### **1. Adoption of Financial Statements**

The Finance Committee met on 19 March 2019 and considered the Draft Annual Financial Statement for the 12-month period 1 January 2018 to 31 December 2018. (item 8.3 below)

The committee recommended that KCETB Financial Statement for 2018 be adopted by the Board and signed by the Chair.

### **2. Authorised signatories**

In order to facilitate a change of signatory with Bank of Ireland, it is a requirement of the Board to pass resolution 1-9 of Bank of Ireland mandate, authorising the signatories to carry out transactions and give instructions on behalf of KCETB. Chief Executive Eileen Curtis' signature will replace the former Chief Executive. Liam Scott, Director of Organisation Support and Development will also be added as an authorised signatory. The authorised signatories are:

Eileen Curtis – Chief Executive

Liam Scott – Director of Organisation Support and Development

Linda O'Brien – Head of Finance

Emily Watchorn – Assistant Head of Finance

### **3. EFT Banking Facilities**

Approval from the Board is sought for the continuation of the Electronic Fund Transmission (EFT) facility from Bank of Ireland.

### **4. ICT Expenditure**

All public bodies are required to submit a return to the Department of Public Expenditure and Reform (DPER) stating the proposed expenditure for the current year on ICT projects.

The approval of the Board is required prior to this submission; a draft copy of the projected ICT related expenditure for the current year has been prepared.

## **7. Risk Management**

Risk Management is a standing item on the agenda for Board meetings in line with the Code of Practice for the Governance of ETBs 2019. Director of OSD Liam Scott delivered a report on Risk Management.

### **Code of Practice for the Governance of ETBs**

- Copy of code and a summary document presented to members of the Board
- The new code details enhanced standards of corporate governance applicable to all members of staff
- Emphasis “tone at the top” and the need for corporate governance culture
- Implementation of the Code has commenced in KCETB
- KCETB Code of Governance Action Plan
  - Compliance Audit
  - Implementation Plan
  - Develop policies and procedures in line with new code
  - Update KCETB Risk Register
  - Briefing and training for staff/board/committee members

### **Internal Control**

The Board was provided with documents of assurance of Internal control

- Assurances of CE to Audit and Risk Committee
- Report of Audit and Risk and Finance Committees
- Statement of Internal Control
- Letter of Representation
- Chairperson’s comprehensive report to the Minister

The documents provide the Board with a co-ordinated and thorough suite of assurances.

### **8.1 Boards of Management**

Minutes of meetings of committee(s) including school Boards of Management presented to the board for confirmation, proposed by Denis Foley, seconded by Mary Hilda Cavanagh and agreed.

### **8.2 Report of the Audit and Risk Committee 2019**

This report is presented in accordance with the Terms of Reference of the Audit and Risk Committee as detailed in appendix 11 of the Code of Practice for the Governance of Education and Training Boards, 2019.

Audit and Risk Committee members during 2018 were Mary Brennan (Chair), Maurice Shortall, Michael Daly, Fergal Browne, Edward Holohan and Brendan Fennelly.

The Audit and Risk Committee met on four occasions during 2018:

- I. 26 February 2018
- II. 5 March 2018
- III. 24 September 2018
- IV. 19 November 2018

Further meetings, reviewing activities in 2018, took place on 25 February 2019 and 4 March 2019.

The Audit and Risk Committee agreed to rotate the post of Chair among external committee members on a yearly basis. Mary Brennan was elected chair at the March 2018 meeting, replacing Edward Holohan.

The Audit and Risk Committee complied with its Terms of Reference in examining and considering:

- I. Internal Audit Reports
- II. Statutory Audit Reports
- III. Confirmations of the Chief Executive
- IV. KCETB Board Minutes
- V. Finance Committee Minutes

The Audit and Risk Committee expressed satisfaction that KCETB operated adequate and appropriate systems of internal control.

Activities of the Audit and Risk Committee included:

#### **February 2018**

- Consideration of internal audit reports
- Consideration of statutory audit reports

The following members of management discussed the findings/recommendations of audit: Director of OSD Liam Scott, Head of Finance Linda O'Brien, Head of Corporate Services Triona Delaney and Head of Human Resources Christine McGrath.

Reassurances were provided to the committee outlining that the process of implementing audit recommendations is progressing.

#### **March 2018**

- Rotation of Chair on a yearly basis agreed – Mary Brennan elected

- Statement of internal controls as presented by Chief Executive Cynthia Deane confirmed that internal controls were in place and implemented
- The Committee adopted the confirmations of the Chief Executive
- The annual Audit and Risk Committee Report for the Board of KCETB was prepared
- Training for Audit and Risk and Finance Committee members requested
- A schedule of work for the Committee was agreed

#### **May 2018 – Briefing session/Training**

On 16 May 2018 a briefing session was organised for Audit and Risk Committee members and Finance Committee members, by the executive of KCETB. The session was delivered by Michael Mullarkey, Director of Internal Audit Unit.

The work of the internal audit unit and the roles and responsibilities of members of the committee were detailed and discussed.

#### **September 2018**

- Correspondence from C&AG – Public Sector Financial Reporting for 2016
  - It was noted that KCETB submit the financial statements before the 1 April annual deadline on a consistent basis
- Director of OSD Liam Scott provided a management response in relation to the audit of 2016 Financial Statements
- The committee also reviewed the IAU report on the effectiveness of IT systems and network availability controls
  - The DOSD gave context for the findings of the audit and stated that discussions are ongoing at a national level to ensure business continuity
  - The Audit and Risk Committee acknowledged the urgency and seriousness of the issue and reported to the KCETB Board on 04 October 2018 on the issue
  - It was agreed that the ICT audit report would remain a standing item on the Audit and Risk Committee agenda for the foreseeable future

#### **November 2018**

- The committee reviewed the C&AG audit report on the 2017 Financial statements
  - The DOSD and Head of Corporate Services were present to discuss the findings
- The committee was provided with a response from the Chief Executive, submitted to the department, in response to the Thorn Report and issues raised in other ETBs
- An update on ICT audit recommendations was also provided

### **February 2019**

- Committee members also received a copy of the Code of Practice for the Governance of ETBs 2019
- A comprehensive review of all C & AG and Internal Audit Reports was undertaken
- All recommendations discussed and actions noted
- Recommendations implemented where appropriate
- The DOSD and Heads of Sections were present to discuss the Audit Register
- An update on the Risk Register was also provided – the Risk Register will be updated in line with the new Code of Practice for the Governance of ETBs
- An update on ICT audit recommendations was also provided

### **March 2019**

- Members of the Audit and Risk Committee met with representatives from the C&AG
- Statement of internal control was presented by the Chief Executive Eileen Curtis, confirming that internal controls were in place and implemented
- The Committee adopted the confirmations of the Chief Executive
- The Committee prepared a report to present to the Board of KCETB at the March 2019 board meeting
- The committee completed a review of its own effectiveness

The review of the committees own effectiveness highlighted the implications of the new Code on their activities and reiterated their responsibilities and role in assisting the Board with oversight of KCETB. Some of the items discussed as part of the review will be addressed with the implementation of the new Code of Practice for the Governance of ETBs. The Chair of the Board will work with the Chair of the committee to assess the committees ongoing effectiveness and requirements.

By undertaking the activities detailed above and through discussion with the executive the Audit and Risk Committee is satisfied that KCETB operated adequate and appropriate systems of internal control.

Signed: Mary Brennan  
Chairperson

04 March 2019



The Chairperson of the Board thanked members of the Audit and Risk Committee for their attendance and diligence on the committee. The Chairperson noted the crucial role the Audit and Risk Committee play in supporting the Board in the role of oversight and risk management within KCETB.

### **8.3 Report of the Finance Committee**

The Finance Committees has a particular role in supporting the Board in its work by examining and reporting to the Board on financial matters. The Finance Committee consists of five members; 4 Board members and one external member who is also a member of the Audit and Risk Committee.

The Finance Committee is compromised as follows:

Denis Foley (Chair)	Board member
Peter Cleere	Board member
Mary Hilda Cavanagh	Board member
Matt Doran	Board member
Mary Brennan	External member and Chair of Audit and Risk Committee

The Finance Committee met on six occasions between January 2018 and March 2019. During these meetings the Finance Committee regularly reviewed:

1. Capital Projects report
2. Monthly Income and Expenditure reports
3. Contracts in excess of €50,000

Training was provided for the Finance Committee in conjunction with the Internal Audit Unit.

The Chief Executive, Director of Organisation Support and Development, Head of Finance and assistant Head of Finance all attended meetings throughout the year.

The Finance Committee has a particular function in recommending the approval of the Annual Financial Statements to the Board and recommending the adoption of a Service Plan.

#### **Annual Financial Statements**

At its meeting on 19 March 2019 the Annual Financial Statements for the year ended 31 December 2018 were presented in detail to the Finance Committee, for recommendation to the Board for adoption. As part of this process the committee also reviewed:

1. The summary report of the Audit and Risk Committee to the Board to ascertain that KCETB has an adequate system of Internal Control
2. Proposed Statement of Internal Control (SIC) for inclusion in the financial statements

3. The Letter of Representation to accompany presentation of the financial statements to the C&AG
4. Assurances of the Chief Executive
5. Chairperson's comprehensive report to the Minister

The Finance Committee recommended that the accounts, as presented by the Chief Executive, be signed by the Chairperson of Kilkenny and Carlow ETB.

#### **Service Plan 2019**

The Draft Service Plan 2019 was presented to the Finance Committee also; the committee now recommends the adoption of the Draft Service Plan 2019 by the Board.

The review of the committees own effectiveness highlighted the implications of the new Code on their activities and reiterated their responsibilities and role in assisting the Board with oversight of KCETB. Some of the items discussed as part of the review will be addressed with the implementation of the new Code of Practice for the Governance of ETBs. The Chair of the Board will work with the Chair of the committee to assess the committees ongoing effectiveness and requirements.

#### **Denis Foley**

#### **Chair of Kilkenny and Carlow ETB Finance Committee**

Again the Chairperson of the Board thanked members of the Finance Committee for their attendance and diligence on the committee. The role of the Finance Committee is to assist the board in its work by examining and reporting on financial matters.

#### **8.4 Report from ETBI Reserve Forum**

In the absence of Ger Frisby, there was no report from the ETBI Reserve Forum.

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

##### ***190321 – KCETB 01 Minutes of previous meeting(s)***

Adopt and recorded minutes of meetings held on 17 January 2019 and 19 February 2019. These minutes will be published online.

Correspondence received and noted.

##### ***1903221 – KCETB 02 Code of Practice for the Governance of ETBs***

For adoption

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**190321 – KCETB 03 Chief Executive's Report**

For adoption

**190321 – KCETB 04 Annual Report**

For adoption

Proposed: Mary Hilda Cavanagh      Seconded: Denis Foley and agreed

**190321 – KCETB 05 Admission Policy – Coláiste Mhuire**

For adoption

**190321 – KCETB 06 Corporate Services**

Approve leases

**190321 – KCETB 07 Finance**

Authorised signatories

**190321 – KCETB 08 Finance**

Approve the continuation of Electronic Fund Transmission (EFT) facility from Bank of Ireland

**190321 – KCETB 09 Finance**

Approve ICT projected expenditure

**190321 – KCETB 10 Finance – Audit and Risk Committee**

Adopt the report of the Audit and Risk Committee

Approving signing of Statement of Internal Control by KCETB Chairperson

**190321 – KCETB 11 Finance – Finance Committee**

Adopt the report of the Finance Committee, **which recommends approval of the 2018 Financial Statements. Approval of Financial Statements 2018**

Proposed: Fidelis Doherty      Seconded: Mary Hilda Cavanagh and agreed

**190321 – KCETB 12 Finance – Additional Reporting Requirements**

Approve the signing of Additional Reporting Requirements (Financial Statements 2018) by KCETB Chairperson.

**190321 – 13 Finance – Service Plan 2019**

Adopt Service Plan 2019

Proposed: Maurice Shortall Seconded: Karen Hennessey and agreed

Unless otherwise stated all of the above items were approved/adopted in block as proposed by Denis Foley, seconded by Fidelis Doherty and agreed.


**10. Template of effectiveness**

Board completed a survey on their own effectiveness. This review will be conducted annually. The review highlighted implications of the new Code on their activities and reiterated their responsibilities and role of assisting the Board with oversight of KCETB. Some of the items discussed as part of the review will be addressed with the implementation of the new Code of Practice for the Governance of ETBs. The Chair of the Board will work with the executive to ensure that all Board members receive relevant training on the new code.

There was a formatting error on the survey with implied a conflicting scoring system, this system was adapted to be aligned with the survey content as proposed by Peter Cleere, seconded by Denis Foley and agreed.

**11. Date of next meeting**

In the context of the local elections occurring towards the end of May it was suggested to bring the May meeting forward to facilitate attendance. Proposed by Denis Foley, seconded by Maurice Shortall. The date of the next meeting is scheduled for Thursday 2 May 2019, at 3.30pm in Carlow County Council Chamber, Athy Road, Carlow.

Signed. 

Date: 21/5/19.