



Board Oideachais agus Oiliúna  
cúil Chaimnígh agus Cheathrúach  
Kilkenny and Carlow  
Education and Training Board



**Kilkenny and Carlow Education and Training Board**  
**Minutes 22 March 2018**

Date: 22 March 2018

Venue: KCETB Training Services Centre, Unit 4, Danville Business Park, Kilkenny

Attendance: Gerard Brophy, Fergal Browne, Mary Hilda Cavanagh, Peter Cleere, Andrea Dalton, Michael Daly, Fidelis Doherty, Matt Doran, Caitlín Mhic Cárthaigh, John Pender, Eleanor Reddy, Maurice Shortall.

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

Peter Cleere (Chair) presided at the meeting.

Apologies: Karen Hennessy, Jenny O-Regan Byrne, Richie Manogue, Keith Shirley, Denis Foley, Ger Frisby, Joe Malone, Breda Gardner.

At the beginning of the meeting, Training Services Manager Mary Butler outlined the main functions and courses run by KCETB Training Services. The Board expressed their appreciation for the presentation and complimented the manager and staff on their continued good work.

## **1. Condolences and Congratulations**

Condolences to        Condolences were extended to those recently bereaved.

Congratulations:     Congratulations were extended by the Board to all involved in Making Connections, Local Training Initiative, St. Catherine's Community Centre, Carlow, on their recent success in achieving a National AONTAS Star Award – Learners' Voice.

## **2. Minutes of Board Meeting of 18 January 2018**

The minutes of the meeting held on 18 January 2018 had been circulated to Board members in advance (Document 180322-02). The minutes were taken as read, proposed by Fidelis Doherty and seconded by Andrea Dalton the minutes were recorded as true record of the proceedings of the Board meeting held on 18 January 2018.

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

No matters arising.

## **4. Correspondence**

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

- 0004/2018 – Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers 2018/2019
- 0005/2018 – Graduate Certificate in the Education of Pupils on the Autism Spectrum (AS)
- 0006/2018 – Post-Graduate Certificate/Diploma Programme of Continuing Professional Development
- 0009/2018 – Approved Allocation of Teaching Posts 2018/2019 School Year
- 0011/2018 – Grant Scheme for ICT Equipment 2017/2018 School Year
- 0012/2018 – Scheme of Temporary Re-Assignment for Registered Teachers in recognised Post Primary Schools
- 0013/2018 – Religious Instruction and Worship
- 0014/2018- Public Service Stability Agreement 2018-2020 - non-teaching/SNA staff
- 0017/2018- Public Service Stability Agreement 2018-2020 - clerical officers and caretakers
- 0018/2018- Management of Health & Safety, including Fire Safety
- 0019/2018- Scheme for Rewarding of Incremental Credit in Recognition of previous equivalent or relevant experience for Youthreach resource persons and Youthreach co-ordinators.

#### **Other Departmental Correspondence – for information**

- Department of Children and Youth Affairs - Legislative requirements of the Children First Act, 2015
- DPER - Single Public Service Pension Scheme - Notification of Position on CPI uprating of Referable Amounts and Pensions
- DPER - Arrangements for the recording and utilisation of Eircodes within the Public Service
- DPER - Pension Increase policy in the Public Service until end-2020
- SOLAS - Capitation Rates - Further Education (Circular 2018/002/001)

#### **ETBI Correspondence**

- ETB Procurement Policy – Version approved by CE Forum 24.01.18
- Michael Moriarty notice of retirement as General Secretary April 2018

#### **Other Correspondence**

- Anne Ahern-resignation from Board of IT Carlow.
- IPB Insurances - ETB nominee for AGM 2018

As a result of Anne Ahern's resignation from the board of IT Carlow, Mary Hilda Cavanagh proposed Matt Doran as the KCETB nominee. The proposal was seconded by John Pender. It was suggested that in future, any nominations on behalf of KCETB would be included in the agenda for a board meeting.

Ger Frisby was proposed by Mary Hilda Cavanagh and seconded by John Pender as the KCETB nominee to the IPB Insurances AGM for 2018.

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

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

#### **Annual Financial Statements for 2017**

The CE confirmed that the KCETB annual accounts for 2017 had been completed and would be submitted to the C&AG by the deadline of 31 March. She expressed her thanks to all staff who collaborated in the process, and to the Finance and Audit Committees for the role they play in ensuring that KCETB upholds high standards of governance.

The statement of internal control for 2017 is signed by the Chair and submitted with the accounts. The statement is based on the assurances provided by the Finance and Audit Committees in their reports to the Board (see item 6 below).

## **5.2 Schools**

Director of Schools, 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 will take place on Monday 23 April. Planning is ongoing for a second cohort of teachers for the 2018/19 academic year.

### **Inspection Reports**

The following inspection reports have been received:

Grennan College – Subject Inspection in Science

Tyndall College – Subject Inspection in Irish

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

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

- Following receipt of a new circular letter on Child Protection Procedures for Primary and Post Primary Schools (Circular Letter 0081/2017), preparation work on new Safeguarding Statements has taken place. Training Sessions were conducted for School Principals and Deputy Principals on 22 February and for Board of Management members on 7 March in Kilkenny and 8 March in Carlow; 48 people attended.
- Discussion has taken place with Principals and Deputy Principals in respect of Circular Letter 0013/2018 (Religious instruction and worship) in respect of its implications for our schools. Clarification is required on aspects of the circular; there are also resource implications to be discussed with DES through ETBI.
- The Annual Spring Seminar for Principals and Deputy Principals took place on 15-16 March; the seminar included sessions on teaching and learning and aspects of school management.
- Staff planning for the 2018/19 school year is ongoing. The initial teacher allocation for 2018/19 has been received. Submissions for curricular concessions have been made to the Department of Education and Skills and the outcome is awaited.
- Planning for Tyndall College and Carlow Institute of Further Education is ongoing.

### **Coláiste Aindriú**

Planning work is ongoing in the school and further promotion work is ongoing. Taster programmes have also taken place for primary school students.

Curricular planning for 2018/19 is being undertaken currently and this will form the basis of subject provision for next year. The school has been engaging in the One Book One Community Project, which culminated with a visit to the school by Fr. Peter McVerry on Tuesday 20 March.

Members of the Board commended the executive and staff of Coláiste Aindriú, on their ongoing work to provide curriculum options for students.

The Board expressed their concerns about the implementation of circular 0013/2018- religious instruction, in particular about the implications for teaching resources. Discussions are ongoing at a national level with regard to the practical implementation of the circular.

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

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

#### **Planning for 2018-2020**

- As part of KCETB's FET planning for 2018, Funding Allocation Request forms (FAR 2 and FAR 4) have been completed and returned to SOLAS. FAR 2 concerns the listing of new courses and programmes and FAR 4 is the proposed breakdown of the financial allocation. This year for the first time, as part of the planning process SOLAS convened a Strategic Dialogue with each ETB. On 12 and 13 March, KCETB attended a two-day workshop with LOETB and KWETB. SOLAS outlined the national performance targets that ETBs are required to achieve from 2018 – 2020.
- Each ETB must now set local targets for agreement with SOLAS, and monitor achievement of these targets over the coming years. In future, SOLAS funding will be linked to achievement of the ETB's own targets.
- During the two-day session, members of the senior SOLAS team engaged with KCETB outlining data specific to the two counties of Carlow and Kilkenny. Feedback given to the Chief Executive by SOLAS was extremely positive; the SOLAS team complimented KCETB on meeting deadlines and returning reports on time.
- The ETBI Further Education and Training Conference was held on 6 and 7 March and was attended by programme coordinators and centre managers. The agenda included presentations and interactive workshops on Technology Enhanced Learning (TEL); Meeting Inclusive Education Needs in FET; Strategic Dialogue with SOLAS; Change and Resilience; Employer Engagement and the Future of Work; Reviewing the FET Strategy; Review of ETB ESOL Provision, and The Literacy and Numeracy Assessment Project.
- A Careers Fair was organised by the DEASP on 8 March in The Fairgreen Shopping Centre, Carlow. KCETB hosted a number of stands including two stands advertising traineeship and apprenticeship.
- An Information Morning was held in February at James Stephens Army Barracks, Kilkenny for up to 120 personnel of the Defence Forces expected to retire this year. KCETB outlined the education and training opportunities available locally for those with varying levels of educational attainment. It is expected that a number of the Defence Forces personnel will participate in Skills for Work Programmes this year as well as other part-time opportunities with BTEI.
- AONTAS Learner Forum – AONTAS hosted a regional forum in Carlow in February. Nearly 60 learners attended from KCETB programmes. AONTAS paid for transport from Kilkenny and each learner was given a learner pack including a €10 book token to thank them for their participation. From this forum, learners will be nominated to attend the National Learner Forum on 13 April in Dublin.
- The Value for Money process through DCYA and involving Carlow Regional Youth Service and Ossory Youth is ongoing. On Tuesday 13 March, DCYA confirmed that the new youth service in Tullow provided by CRY5 is now fully approved. A Service Level Agreement will be established between KCETB and CRY5 and

recruitment will commence shortly. Outstanding issues for Ossory Youth and an extended service in Kilkenny are being finalised.

- KCETB will partner Carlow County Council on a Tourism Initiative in County Carlow, funded through the Towns and Villages Scheme. A meeting was held at The Town Hall Carlow on Friday 9 March with Pierce Kavanagh and Eileen O'Rourke. This meeting planned two Tourism courses, which will be run in Myshall and Carlow this year; both courses will be accredited through QQI.

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

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

#### **Human Resources**

##### **Appointments**

Kilkenny and Carlow ETB has made the following appointments:

**Adult Education Guidance Co-ordinator/Counsellor (Kilkenny):** Orla Reddy

#### **Corporate Services**

##### **Leases due for renewal**

- Unit 5, Lorglenn Business Park, Hacketstown Road, Carlow (CIFE - Dog Grooming PLC course)
- Unit 3 Danville Business Park, Kilkenny for BTEI Kilkenny.

##### **Records Management Policy**

KCETB has developed an updated Records Management Policy in compliance with all regulation in this area. The policy has been adapted from the national template approved by ETBI and proposed by the FOI Officers' Advisory Forum. The policy will be available on the KCETB website.

#### **Capital Projects**

Updates were given on the following Capital Projects:

- **Coláiste Mhuire, Johnstown:** new classrooms and ASD unit
- **Grennan College, Thomastown:** emergency works to electrical system
- **Borris Vocational School:** new classrooms and ASD unit
- **Kilkenny Schools Campus:** in project planning stage
- **Ormonde College of Further Education:** provision of facilities on Gaol Road site
- **Training Services Facility, Purcellsinch, Kilkenny:** fit-out of premises to accommodate apprentice training
- **Tyndall College/CIFE:** The PPP construction project at Tyndall College/CIFE is provided under the auspices of the Department of Education and Skills and project managed by the National Development Finance Agency (NDFA). Facilities management and construction re-tendering has begun. Discussion and engagement with all stakeholders is ongoing. KCETB is developing contingency plans for September services with Tyndall College/CIFE.

#### **Finance**

The Income and Expenditure reports for December 2017 and January 2018 were presented

---

**6. Report of the Finance Committee**

---

The Board adopted the recommendations of the Finance Committee as proposed by Mary Hilda Cavanagh and seconded by Matt Doran.

---

**7. Report of the Audit Committee**

---

The Audit Committee presented a report to the Board in accordance with the Code of Practice for the Governance of Education and Training Boards.

The Board adopted the Audit Committee report as proposed by Maurice Shortall and seconded by Fergal Browne.

---

**8. Boards of Management**

---

Minutes of meetings of committee(s) including school Boards of Management were presented to the board for confirmation.

---

**9. Report from ETBI Reserve Forum**

---

The most recent ETBI Reserve Forum was cancelled due to the inclement weather, and has been rescheduled for a future date.

---

**Matters for approval or confirmation by the Board**

---

**180322 KCETB 01 Minutes of ETB Meeting**

Adopt recorded minutes of meeting held on the 18 January 2018. These minutes will be published online.

**180322 KCETB 01.1 KCETB nominee to Governing Body of IT Carlow**

Approve nomination of Matt Doran as a member of Governing Body of IT Carlow

**180322 KCETB 02 Chief Executive's report**

For adoption

**180322 KCETB 03.1 Corporate Services**

Approve leases for renewal

**180322 KCETB 03.2 IPB AGM- Nominee from KCETB**

Approve IPB Insurance- KCETB Nominee: Ger Frisby

**180322 KCETB 04 Finance**

Adopt the report of the Finance Committee, which recommends approval of the 2017 Financial Statements.

**180322 KCETB 05 Finance**

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



**180322 KCETB 06 Finance: Audit Committee**

Confirm appointment of Mary Brennan as Chair of the Audit Committee  
Approve signing of Statement of Internal Control by the KCETB Chairperson.

**180322 KCETB 07 Finance**

Approve signing of Additional Reporting Requirements (Financial Statements 2017) by the KCETB Chairperson.

**180322 KCETB 08 Finance**

Adopt KCETB Service Plan 2018

Where not otherwise previously stated, all matters above were adopted/approved as proposed by Fergal Browne and seconded by Fidelis Doherty.

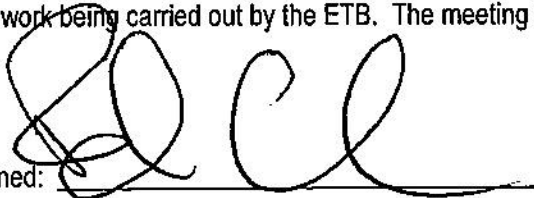
**10. Next Meeting**

It was agreed that the next meeting of the Kilkenny and Carlow Education and Training Board would take place in Carlow on 17 May 2018. A venue to be confirmed.

**11. Other business with permission of the Chair**

The CE informed the Board that a meeting would shortly be held with local public representatives, to inform them of the work being carried out by the ETB. The meeting then concluded.

Signed:



Date:

17/5/18