



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



Kilkenny and Carlow Education and Training Board

Minutes

23 February 2021

Date: 23 February 2021
Time: 3.30pm
Venue: Online via Microsoft Teams

In light of the HSE guidelines on Covid 19 and the requirement for social distancing this meeting was facilitated virtually through Microsoft Teams.

Attendance: Tómas Breathnach, Caitlín Mhic Cárthaigh, Mary Hilda Cavanagh, Peter Cleere, Deirdre Cullen, Andrea Dalton, Michael Delaney, Eamonn Doheny, Fidelis Doherty, Matthew Kenny, Patrick O’Neill, Jenny O’ Regan Byrne, Brian O’ Donoghue, Clare Ryan,

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 Amy Deering

Apologies: Eileen Brophy, Fergal Browne, Laura Conheady, Ger Frisby, Richard Manogue, Noel Phelan, Adrienne Wallace

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 19 January 2021

The minutes of the meeting held on 19 January 2021 had been circulated to board members in advance (Document 230221 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Fidelis Doherty, seconded by Michael Delaney and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 19 January 2021.

4. Matters arising from minutes

No matters arising

5. Correspondence

Department of Education and Skills Circular Letters – to be implemented

- 0002/2021 - Arrangements for Inspectorate Engagement with Post-Primary Schools And Centres for Education January – June 2021
- 0003/2021 - Waiver of Abatement of Public Sector Pensions
- 0004/2021 - Prescribed Material for the Leaving Certificate English Examination in 2023
- 0008/2021 - Graduate Certificate in the Education of Pupils on the Autism Spectrum (AS) for teachers working with Pupils on the AS in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools, 2021/2022
- 0009/2021 - Post-Graduate Diploma Programme of Continuing Professional Development For Special Education Teachers, 2021/2022
- 0010/2021 - Teacher Fee Refund Scheme 2020
- 0011/2021 - Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism Spectrum Disorder)

Other Departmental correspondence – for information

- Letter from DFHERIS - Approval of members to Governing Body of Carlow IT
- Letter from DES- COVID 19 Vaccination Programme

Other correspondence – for information

- Carlow IT – Nomination to Governing Body
- Chairperson – Local Training Initiative
- Committee of Public Accounts – Note on Procurement 2019
- DCEDIY – Funding Allocation 2021

6. Chief Executive’s Report

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

6.1 Corporate Governance and Administration

Service Plan

Under the requirements of the Education and Training Boards Act 2013 and the Code of Practice for the Governance of ETBs 2019, the Board are required to adopt an Annual Service Plan for submission to the DES prior to 1 March. KCETB’s Service Plan 2021 was presented under section 7.

Annual Financial Statements (AFS)

It was noted that the adoption of AFS is required by the Act and the Code and requires the Board to adopt the AFS prior to submission to the DES by 1 April.

Business Continuity Planning - COVID 19

It was noted that the Business Continuity Planning Group continues to meet and the focus is on prioritising the maintenance of services during this period.

Support is being provided to staff and students to assist with the continuation of remote teaching and learning. Training continues to be available to staff to support this process. From an administrative perspective we continue to review and monitor our risks, our internal controls and our procedures in line with our day-to-day business requirements. A key focus throughout the period has been on maintaining compliance with reporting and governance requirements and meeting the legislative requirements set out under the Education and Training Boards Acts 2013 and the Code of Governance 2019 while maintaining our services in line with public health guidance. A particular focus has been on health and safety throughout the organisation to support all our staff and students.

Carlow IT – Governing Body

Nomination to Governing Body under the RTC (Amendment) Act 1994 in accordance with the section 4(1)(e), Mr. Thomas Drury has been nominated as the Male Student Representative of the Governing Body of Institute of Technology Carlow. The nomination was approved by the board as proposed by Brian O’ Donoghue, seconded by Andrea Dalton and agreed.

TUSEI Regional Engagement Advisory Group

This group has been set up to consult with stakeholders, including education and training partners on the development of appropriate regional engagement, collaboration and innovation as the TU project advances. KCETB is represented by the CE.

The CE provided an overview of the specific directorate reports highlighting specific areas of activity.

6.2 Schools

Teaching and Learning

- Special Classes in post-primary schools re-opened on 22 February. In supporting staff for this phased re-opening a briefing took place with school leaders on 11 February and a KCETB COVID-19 Health and Safety Refresher CPD took place virtually for SNAs and special needs teachers in special classes on 22 February.
- Remote teaching and learning continues for all other students. Significant efforts and support have been put in place to ensure live classes for students. Teachers have also received videos and resources on how to use added functions on Teams, which facilitates greater collaboration between students in classes.
- **A Digital Strategy for Schools meeting** took place on 20 January. The focus continues to be on embedding One Note in classroom practice. There is also a focus on building **subject specific professional learning communities**. Teachers will be invited to join a KCETB MS Professional Learning Subject Community to foster collaboration.
- **Curricular Planning for the 2021/2022 year** is underway.
- **KCETB Leadership Programme for Middle Leaders** (Assistant Principals/AP1's) will continue this term with Dr. Joe O'Connell. A mid-year review took place on 04 February facilitated by Joe O'Connell to gather feedback on the process and engagement to date.
- A pop-up meeting with principals took place on 05 February in planning for Special Needs Assistant's CPD for this term.
- **Student of the Year Awards 2020** - The KCETB Student of the Year Awards ceremony streamed on our KCETB YouTube Channel on 29 January at 8.00 p.m. [KCETB Student Awards 2020 - YouTube](#) Congratulations to all our worthy recipients who are a credit to themselves, their families, their school and our ETB.

Inspection Reports

We are awaiting the following inspection report:

- Safe and Sustainable Re-opening of Schools (SSRS) Inspection – Coláiste Pobail Osraí

Governance and Management of Schools

- Board of Management Meetings continue to take place remotely in schools.
- **Director of Schools met the KCETB Audit & Risk Committee** on 25 January and in line with annual governance requirements.
- An update on staff planning arrangements for 2021/22 was provided.

6.3 Further Education and Training

Teaching and Learning and Assessment:

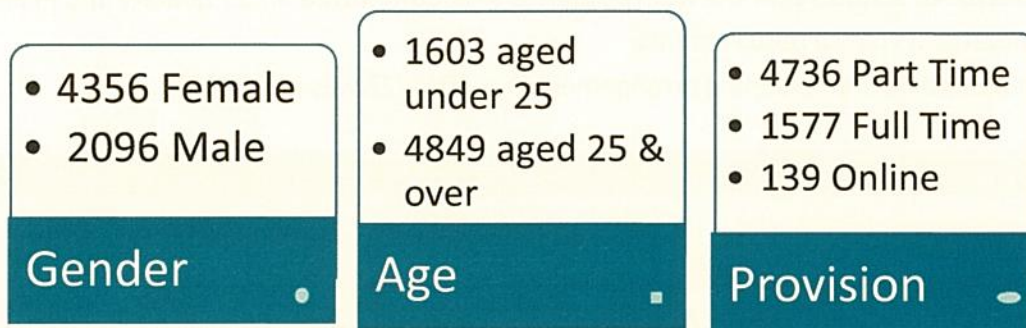
- **Programme Delivery – QQI Awards needing Work Experience / Placement:** QQI has approved modifications for most programmes leading to major awards at Levels 4, 5 and 6. These modifications were submitted to QQI by Quality Assurance Teams across the 16 ETBs. In addition to this all awards are being approved by KCETB's QA Oversight Committee. This will assist in providing additional opportunities to all learners needing major awards for progression, either within FET or through the CAO.

Governance and Management:

- All provision is continuing online and learners are engaging well. However we are now approaching that time of the year when all practical assessments are due to take place. We are awaiting Public Health and SOLAS updates regarding learners being able to return to complete practical assessments.
- Support visits to centres will take place on 24 & 25 February and 3 March to complete risk assessments and plan for any possible reopening.
- **SOLAS 2021 Planning** - Many programmes have been scheduled on the National Course Calendar / PLSS for 2021. In addition to this the accompanying narrative and financial projections for 2021 have been submitted. All ETBs were advised that projections should be in line with the initial projections submitted in early 2020.
- **Staffing:** Sanction has been granted by DFHERIS for an additional AEO post specifically to assist with the Quality Assurance Inaugural Review.

Review of 2020 statistics:

- The 2020 data was presented under a variety of categories, including gender, age and programme profile.



6.4 Organisational Support and Development

Human Resources

Employee Assistance Service

Details of the Employee Assistance Service provided by Spectrum.life has been distributed to all staff across Kilkenny and Carlow ETB. Briefing sessions are scheduled over the next period for managers and staff on a suite of wellness areas.

Recruitment

All shortlisting and recruitment activities are continuing to take place through MS Teams during this period of Level 5 restrictions. The situation is under constant review in line with government and HSE guidelines.

Corporate Services

No leases to be renewed at present

Capital Projects

- 1. Grennan College, Thomastown** - Work on the new school extension commenced in January 2021 and is to be completed by February 2022.
- 2. Borris Vocational School** -extension is due to be completed and handed over to the school in mid- March 2021.
- 3. Kilkenny Schools Campus** -Stage 2 of the project is progressing with detailed design specifications being prepared by the architects.
- 4. Gaelcholáiste Cheatharlach** -An application for significant additional accommodation has been submitted to the Department.
- 4. Coláiste Mhuire, Johnstown** -Sanction for additional accommodation received from DES.
- 5. COVID 19 Minor Works** - Additional funding has been provided to schools to facilitate ongoing service in line with public health advice during the COVID 19 pandemic.

6. Jonah Special School, Slieverue - Work on the refurbishment of Jonah Special School commenced in January 2021 and is scheduled for completion in August 2021.

7. Office Infrastructure -The HQ Working Group has been established to examine the provision of a new Corporate HQ in Carlow.

8. Energy Management -KCETB has been accepted as a member of the SEAI Partnership Programme. The Government have provided an undertaking to the EU to target carbon and energy usage. KCETB will progress our energy and carbon reduction objectives, and benefit from the funding incentives, through membership of the SEAI partnership programme.

9. Disability Access -A major project to identify access issues will be required shortly.

Finance

The income and expenditure reports for December 2020 were presented.

Payroll Shared Services Project

Progress on the Payroll Shared Service Project has been very positive and the scheduled transition in May 2021 is on schedule. The project will provide more robust payroll and HR IT systems and staff are progressing well on the preparatory stage of the project.

SOLAS FARR Reports -Reports were submitted by deadline date in January 2021.

7. Service Plan

The Service Plan details the proposed programmes and activities of KCETB for the coming year, as well as projected income and expenditure for 2021.

As detailed in the Code of Practice for the Governance of ETBs 2019, the Finance Committee have a role to report to the Board on the Draft Service Plan. The Finance Committee met on 16 February 2021 and recommended the adoption of the Service Plan to the Board subject to administrative amendments.

The CE provided an outline to members on the key priorities and actions for achievement in 2021 across each of the directorates and highlighted specific KCETB priorities.

The Board thanked the executive for their work and preparation of the Service Plan 2021, and as proposed by Mary Hilda Cavanagh, seconded by Caitlín Mhic Cartháigh and agreed, the Service Plan was adopted by the Board of KCETB.

8. Risk Management

The following was noted:

1. KCETB Business Continuity and Response Plans

- a. KCETB is operating its Business Continuity Plan and Response Plans to ensure appropriate management of services during the COVID-19 emergency.
- b. Risk assessments have been carried out at all locations and response plans are monitored on an ongoing basis.

2. Risk Registers

- a. A Covid-19 Register has been developed to complement the Risk Register during the Covid-19 pandemic.
- b. COVID-19, Corporate, OSD, Schools and FET Risk Register Committees were reviewed at the ARC meeting of 22 Feb 2021.

3. Local Training Initiative

- a. KCETB and WWETB have agreed to take a joint approach in respect of dealing with issues regarding a specific LTI programme. The CE outlined the matters raised in correspondence and confirmed the position to date, including governance and the need to focus on future service provision in line with requirements.
- b. Communication has taken place with relevant departments.

4. Policy Management

- a. KCETB has commenced the production of a Policy Compliance Framework which will include:
 - Policy Compliance Management Plan
 - Policy Schedule
 - Policy Development Schedule

The Board noted the following amended policies which were presented at the meeting:

- The Data Protection Policy
- Hospitality, Gifts and Entertainment Policy
- Travel Policy
- Anti-Fraud and Corruption Policy

5. LTI Audits

- a. The IAU – ETBI are concluding an audit on Service Level Agreements for Local Training Initiatives.

6. ESF Verification Audits

- a. Two ESF Verification Audits that focus on the Back to Education Initiative (BTEI) for the years 2017 and 2019 have been submitted.
- b. The Management Response to the Audit Findings and Recommendations was forwarded to the Auditor on 16 February 2021.

7. Committee of Public Accounts the Committee of Public Accounts

- a. KCETB has submitted a report on non-compliant procurement as requested by the PAC.

Governance and Management

Chairperson of Audit and Risk Committee

Mary Brennan has resigned as Chairperson of the Audit and Risk committee but will remain a valued member of the committee.

Both the Board and management team of KCETB extended their gratitude to Mary Brennan for her commitment and dedication during her position as Chairperson. At its meeting on the 22nd February 2021 the ARC nominated PJ Leonard as Chairperson.

The board appointed PJ Leonard as Chairperson of the Audit and Risk Committee as proposed by Michael Delaney, seconded by Matthew Kenny and agreed.

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

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

9. (b) Report from ETBI Reserve Forum

ETBI report deferred to the next KCETB Board meeting

9. (c) Report from Finance Committee

A meeting of the KCETB Finance Committee was held via MS Teams on 16 February 2021 at 4.30pm. The committee's activities included;

- Service Plan 2021
- Risk Management
- Executive Report
 - Capital Projects Report
 - Contracts in excess of €50,000
 - Income & Expenditure Reports

The next committee meeting is scheduled for Monday 22 March 2021 at 4.30pm via MS Teams.

9. (d) Report from Audit and Risk Committee

A meeting of the Audit and Risk Committee took place on Monday 25 January via MS Teams. The committee's activities included;

1. Review of Audit Registers
 - Review of internal and C&AG audit register
2. Assurance Declarations
3. Service Plan 2020 Summary Report
4. KCETB Internal Compliance Audit Report
5. Risk Management Report

The next committee meeting is scheduled for 18th March 2021 at 4.30pm via MS Teams.

10. Matters for approval or confirmation by the Board

230221 – KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 19 January 2021. The minutes will be published online.

Correspondence received and noted.

230221– KCETB 02 Chief Executive's Report

For adoption/approval/noting

230221 – KCETB 03 Nomination to Governing Body of Carlow IT

For approval

230221 – KCETB 04 Corporate Services

Approve leases (no leases at this meeting)

230221 – KCETB 05 Finance

For approval

230221 – KCETB 06 Annual Service Plan

For adoption

230221- KCETB 07 Appointment of Chairperson to Audit & Risk Committee- PJ Leonard

For approval

230221– KCETB 08 Risk Management

For approval/adoption/noting

230221 – KCETB 09 Report of Committees

For confirmation/ adoption – Audit and Risk Committee, Finance Committee, Youth Work Committee

For information – BOM minutes

Unless stated previously the above items were adopted by the Board as proposed by Mary Hilda Cavanagh, seconded by Deirdre Cullen and agreed

11. Presentation on Community National Schools

Seamus Conboy, Director of Schools, ETBI made a presentation to the board on Community National Schools.

12. Other business with prior permission of the Chair

13. Date of next meeting

Tuesday 23 March at 3.30pm via MS Teams.

Signed:



Date: 23/03/21

