



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



Kilkenny and Carlow Education and Training Board
Minutes
24 March 2020

Date: 24 March 2020
Time: 3.30pm
Venue: Conference Call

A meeting of the Board of KCETB was due to be held in Tyndall College on 24 March 2020. In light of HSE guidelines on COVID 19 and the requirement to social distancing a meeting was facilitated via conference call.

Attendance: Fergal Browne, Mary Hilda Cavanagh, Peter Cleere, Laura Conheady, Deirdre Cullen, Andrea Dalton, Eamonn Doheny, Fidelis Doherty, Ger Frisby, Matthew Kenny, Richard Minogue, Caitlín Mhic Cárthaigh, Noel Phelan, Clare Ryan, Adrienne Wallace

Also in attendance: Chief Executive Eileen Curtis; Director of Organisation Support and Development Liam Scott; Head of Finance Linda O'Brien
Executive support Amy Deering

Apologies: Eileen Brophy, Jenny O'Regan Byrne, Michael Delaney, Denis Hynes, Brian O'Donoghue, Patrick O'Neill,

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.

The Chairperson reminded members that the procedures remained in place for this meeting despite the different circumstances.

2. Condolences and congratulations

Condolences were extended to those recently bereaved. Congratulations was extended to a member of staff on election as Vice-President of TUI.

3. Minutes of board meeting held on 18 February 2020

The minutes of the meeting held on 18 February 2020 had been circulated to board members in advance (Document 240320 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Fidelis Doherty, seconded by Mary Hilda Cavanagh and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 18 February 2020.

4. Matters arising from minutes

No matters arising

5. Correspondence

Department of Education and Skills Circular Letters – to be implemented

- 0011/2020 - Policy on Gaeltacht Education 2017-2022: Post-primary schools in Gaeltacht language-planning areas participating in the Gaeltacht school recognition scheme: Ongoing implementation of the Scheme (2020 - 2021)
- 0015/2020 - Approved Allocation of Teaching Posts 2020/21 school year in Education and Training Boards
- 0016/2020 - Framework for Junior Cycle – History in Schools from September 2020 onwards
- 0017/2020 - Guidance on the Junior Cycle Subject Learning and Assessment Review Process
- 0020/2020 - Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in recognised primary and post primary schools
- 0021/2020 - COVID-19 (Coronavirus): Arrangements for all staff other than Teachers and SNAs employed by Education and Training Boards
- 0022/2020 - COVID-19 (Coronavirus): Arrangements for all Public Service employees
- 0023/2020 - COVID-19 (Coronavirus): Arrangements applying to learner payments in Education and Training Boards

Other Departmental correspondence – for information

- Letter from DES – Publication Letter Annual Financial Statements 2018
- Email from DES – Acknowledgment of receipt of Service Plan 2020
- Letter from C&AG – Notification of Audit of Kilkenny and Carlow ETB Financial Statements 2019

Other correspondence

- Waterford Institute of Technology – KCETB Nomination to Governing Body

6. Chief Executive's Report

Chief Executive Eileen Curtis presented an overview of the Chief Executive's report:

6.1 Corporate Governance and Administration

Business Continuity Planning – COVID 19

KCETB has set up a Business Continuity Planning Group to manage and monitor the current situation across the organisation. A contingency plan for each directorate has been developed. The following actions have been taken:

- All schools and centres have set up arrangements for remote teaching and learning and teachers/tutors are available to engage with students. The situation is being monitored on an ongoing basis,
- All offices/services are being maintained on a rota basis to minimise contact and maintain services. Many staff are working remotely from home,
- Specific contingency arrangements have been made for critical areas of work such as salary and learner payments with key staff and their back up personnel working from home,
- The process of preparing the Annual Financial Statements is ongoing with submission to the C&AG required by the 31 March,
- All the advice and guidance provided by the HSE, DES and other bodies is being followed.

Thanks was extended to all staff across the organisation who have worked hard to ensure that KCETB can maintain services to the greatest extent possible to their students and learners.

KCETB are continuing to monitor the situation daily and will make any necessary changes as KCETB seeks to ensure the health and wellbeing of everyone throughout the organisation.

Annual Financial Statements for 2019

The KCETB annual accounts for 2019 have been completed and will be submitted to the C&AG by the deadline of 31 March 2020. Thanks were extended 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 2019 was signed by the Chair and will be submitted with the accounts. The statement was based on the assurances provided by the Finance and Audit and Risk Committees in their reports to the Board (items 9 (c) and (d) below). All relevant matters are included in the Statement of Internal Control.

Annual Report 2019

A draft Annual Report is being prepared and will be presented to the board for adoption. It is a requirement under the Code of Practice for the Governance of ETBs. A draft copy will be circulated in due course and members can suggest any relevant amendments at that stage.

Board Training

Crowe Ireland are scheduled to provide board training in May.

Delegation Order

For the period of this emergency only board approval was sought for the temporary delegation of the authority and duties of the CE to a director should this be required.

The delegation order was proposed by Ger Frisby and seconded by Adrienne Wallace and agreed.

6.2 Schools

Director of Schools – the following information was presented to the board;

Teaching and Learning

All schools have completed mock examinations and were preparing for practical and oral state examinations which the State Examinations Commission has now cancelled. Due to COVID-19 all schools and colleges have put in place provision for remote teaching and learning using various educational platforms

- The third Teaching and Learning Workshop on the Magenta Principles took place in February 2020.

- Digital Strategy for Schools –Tara Office 365 has been contracted to deliver two training sessions in schools for staff this term. Training focuses on using Office 365 for teaching and learning purposes. For some schools this has been very timely in light of the unprecedented circumstances of remote teaching and learning provision now in place.
- Curricular Planning for the 2020/2021 year - The curricular appeals form (CC 20-21) has been completed by all our second level schools and submitted to the Department of Education and Skills for consideration. The provisional staffing profile for each school/college has also been issued to schools/colleges and curricular and timetabling considerations for 2020/2021 are being planned.
- The annual Spring Seminar for Principals and Deputy Principals Spring Conference which was due to take place on 12 and 13 March in Wexford has been deferred. This seminar focuses on teaching and learning and on aspects of school management and leadership in the school community.

Inspection Reports

We are awaiting the following inspection reports:

- Management, Leadership & Learning, (Whole School Evaluation)- Grennan College
- Child Protection Safeguarding Inspection (CPSI) – Coláiste Eoin
- Home Economics Subject Inspection – Abbey Community College
- Whole School Evaluation – Tyndall College – Deferred due to COVID-19

Governance and Management of Schools

- **Kilkenny and Carlow ETB School Self Evaluation CPD** - the final session on Leading School Self Evaluation in your School took place on 10 March 2020.
- **Training for New Boards of Management for Schools, Colleges and Centres** - BOM training for Secretaries took place on 13 February and training for Chairpersons took place on Tuesday 25 February.
- **ETBI Train the Trainer Board of Management Training** - two days of training took place on 12 and 26 February. There will be a further two training days this academic year.
- Job-sharing and career breaks for teaching staff have been sanctioned.

- **A CPD Training on Delivering Excellence in Guidance Provision** – for KCETB Guidance Counsellors took place Tuesday 25 February. All guidance counsellors were in attendance and feedback on the event was very positive. A KCETB Microsoft Excellence in Guidance Team has been established.
- **Induction for newly appointed teachers and PME students** - the final induction session on the theme of Building Positive Relations in the School Community took place on Friday 28 February

6.3 Further Education and Training

Director of Further Education and Training- the following information was presented to the board;

Skills to Advance Collaboration

Step Up and Grow Management Development Programme - KCETB, WWETB, and TETB will offer a regional approach to supporting the upskilling/reskilling needs of the Engineering/Manufacturing sector. This will be funded through Skills to Advance and the three ETBs submitted a collaborative proposal to SOLAS in late 2019.

A benchmarking tool will identify and support up to 30 SME's during 2020 to undertake an audit of all of their functions. This tool will support employers to identify areas for growth and development across all functions including staff development and training.

KCETB, KWETB and DDLETB will offer Global Hospitality Certification through City and Guilds -This is also funded through Skills To Advance and the Certification sets a global benchmark for job roles across culinary; food and beverage; front of house; and housekeeping.

Piltown Community Education Group Launches CD - Piltown Choral Group in South Kilkenny have recently released an 11 track CD entitled "Whispering Hope". The choral group was supported in 2019 from funding through Community Education, Kilkenny.

KCETB QQI Quality Improvement Plan will be submitted to QQI later this month- This plan reviews progress in Quality Assurance for the previous year and outlines improvement and enhancement plans for the coming year. The FET Service will implement the plan submitted to QQI in 2020

VTOS Kilkenny Awards – took place on 13 February and awards at Levels 3, 5 and 6 were presented to participants along with City and Guilds awards.

6.4 Organisational Support and Development

Director of OSD- the following information was presented the Board;

Corporate Services

Leases:

- Communal Building at Millennium Court, Hebron Road, Kilkenny- BTEI Kilkenny- Extension of existing lease- 06.01.2020 to 26.06.2020

Capital Projects

1. **Coláiste Mhuire, Johnstown** - The traffic management project has been completed.
2. **Grennan College, Thomastown** - architect is now preparing the detailed design for the extension.
3. **Grennan Mill** - Upgrading of electrical/safety systems are ongoing.
4. **Borris Vocational School**- Construction is progressing in line with expectations with the project scheduled for completion at the end of 2020.
5. **Kilkenny Schools Campus** - three design options have been forwarded to the Department.
6. **Abbey Community College** - A competition to procure a construction contractor to upgrade safety systems is currently on e-tenders.

Finance

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 planned ICT related expenditure for the current year has been prepared.

The ICT Expenditure report was proposed by Fergal Browne and seconded by Caitlín Mhic Carthaigh and agreed.

7. Annual Financial Statements 2019

Adoption of Financial Statements

A meeting of the Finance Committee took place on 18 March 2020 and the Audit and Risk Committee met on the 13 March 2020 and considered the Draft Annual Financial Statements for the 12-month period 1 January 2019 to 31 December 2019.

The committees recommended that KCETB Financial Statement for 2019 be adopted by the Board and signed by the Chair.

The committees also reviewed internal control procedures and the assurances of the Chief Executive, full reports from committees are detailed in section 9 (c) and (d) below.

Head of Finance Linda O'Brien gave a description of the Annual Financial Statements and provided clarification in areas as required. The Annual Financial statements and accompanying documents were proposed by Mary Hilda Cavanagh, seconded by Fergal Browne and agreed.

8. Risk Management

Risk Management Report

1. Business Continuity Planning

- a. KCETB has established a Business Continuity Planning Group at senior management level.
- b. A Business Continuity Plan has been developed covering each directorate and is in operation to address the COVID-19 emergency.
- c. The Business Continuity Plan will be monitored and modified to provide for further developments.

2. Finance Committee & Audit and Risk Committee

A meeting of the Finance Committee as scheduled took place by conference call on 18 March 2020. A meeting of the Audit and Risk Committee took place on 13 March 2020. Their activities included those outlined in the Annual Report to the board included in section 9 (c) and (d)

3. Annual Service Plan

- a. The Service Plan 2020 adopted by the Board on 18 February 2020 was submitted to the DES prior to the 1 March 2020

4. Governance Training

- a. ETBI/Crowe Consultancy Training for the Chairpersons of the Audit and Risk Committee and Finance Committee has been deferred from the scheduled date of Saturday 28 March 2020.

5. Risk Registers

- a. Risk Registers are active working documents which are operated and modified on an ongoing basis.
- b. All four Risk Management Sub-Committees will review their Risk Registers in April.

6. External Audit

- a. The C&AG has advised that the audit is scheduled to commence in April

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

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

9. (b) Report from ETBI Reserve Forum

ETBI Reserve forum report was postponed under the current circumstances.

9. (c) Report from Finance Committee

Finance Committee

This report was submitted to the Board of Kilkenny and Carlow ETB in accordance with the Code of Practice for the Governance of ETBs 2019 and its own Terms of Reference.

Members of the Finance Committee 2019 are detailed in the table below;

Members prior to September 2019	Members post September 2019
Mary Brennan – external member	Mary Brennan – external member
Peter Cleere – Board member	Sadie Aherne – external member
Mary Hilda Cavanagh – Board member	Edward Holohan – external member (Chair)
Matt Doran – Board member	Peter Cleere – Board member
Denis Foley – Board member (Chair)	Deirdre Cullen – Board member
	Mary Hilda Cavanagh – Board member

The Finance Committee met on four occasions in 2019;

- I. 10 January 2019
- II. 19 March 2019
- III. 22 October 2019
- IV. 03 December 2019

A meeting of the committee took place on 11 February 2020 and 18 March 2020 to consider activities from the 2019 reporting period.

The Finance Committee regularly reviewed;

1. Capital Projects reports
2. Contracts in excess of €50,000
3. The Contracts Register
4. Monthly Income & Expenditure reports
5. Risk Management reports

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

Induction Training

Following the establishment of a new Board of KCETB in July 2019, and subsequent formation of a new Finance Committee, formal induction training was provided to all members.

The responsibilities and role of the committee as outlined in section 4 of the Code was presented to the committee. Members were advised of the resources available to them from internal and external bodies, the working relationships and activities the committee will engage in to inform their role, the governance structure of KCETB and the implication of the Code for committee's activities. Practical implication of the Code, in regard to meeting requirements, information/reports received by the committee, reporting requirements of the committee and engagement with internal and external auditors were outlined.

A member's induction pack was presented to all external members of the committee.

The particular functions of the Finance Committee in recommending the adoption of the Annual Financial Statements and Service Plan to the Board was noted

Service Plan 2020

The Draft Service Plan 2020 was presented to the Finance Committee on the 11 February 2020. On the recommendation of the committee the Board of KCETB adopted the Service Plan 2020 and submitted the plan to the Department of Education and Skills prior to 1 March.

Annual Financial Statements

At its meeting on 18 March 2020 the Annual Financial Statements for the year ended 31 December 2019 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 which will accompany the Annual Report

The Finance Committee recommended that the accounts and all associated documents, as presented by the Chief Executive, be adopted by the Board of KCETB and signed by the Chairperson.

The Finance Committee deferred the review of its own effectiveness as required by the Code of Practice. The Chair of the Board will work with the Chair of the Committee to assess the committees ongoing effectiveness and requirements.

9. (d) Report from Audit and Risk Committee

Audit and Risk Committee

This report is presented in accordance with section 7.37 of the Code of Practice for the Governance of ETBs 2019.

Members of the Audit and Risk Committee 2019 are detailed in the table below;

Members prior to September 2019	Members post September 2019
Mary Brennan (Chairperson) – external member	Mary Brennan (Chairperson) – external member
Edward Holohan – external member	PJ Leonard – External member
Brendan Fennelly – external member	Ger Mulvey – External member
Maurice Shortall – Board member	Patrick O’Neill – Board member
Michael Daly – Board member	Michael Delaney – Board member
Fergal Browne – Board member	Denis Hynes – Board member

The Audit and Risk Committee met on the following occasions in 2019;

- i. 25 February 2019
- ii. 04 March 2019
- iii. 24 October 2019

iv. 09 December 2019

Further meetings, reflecting on activities from the 2019 reporting period, took place on 27 January 2020 and 13 March 2020.

The Terms of Reference of KCETB's Audit and Risk Committee provides for a report to the Board scheduled to support the finalisation of KCETB's financial statements and includes:

1. Internal audit reports
2. Management representations received
3. Review of minute books of Board and Finance committee
4. Review of Audit Register
5. Correspondence and engagement with internal and external auditors
6. Other matters the committee feel prudent to report

1. Internal Audit Reports

The committee received the following internal audit reports from the IAU-ETB during 2019

- 1) Youthreach Audit
- 2) Procurement Compliance Audit

Youthreach Audit

The audit fieldwork took place between February and March 2018 and reviewed the Youthreach programme operated by KCETB for the period 01 January 2017 to 31 December 2017. The opinion report was issued to KCETB in July 2019 summarising that, in the auditor's opinion, an adequate system of internal control was operating in Youthreach.

Many of the auditor's recommendations have already been addressed and appropriate actions implemented in Youthreach programmes across Kilkenny and Carlow. The FET Risk Register reflected auditor findings and recommendations and demonstrates that any associated risk is being managed and monitored under KCETB's Risk Management Framework.

Procurement Compliance Audit

The Procurement Compliance Audit, which tested procurement procedures and processes, was carried out in the Spring of 2019. The overall Internal Audit Opinion is that the system of internal control for procurement in KCETB is comprehensive.

KCETB has implemented effective policies, procedures and processes to ensure that procurement is compliant in respect of threshold authorisations. KCETB remains committed to reducing the level of non-compliant aggregate procurement expenditure.

2. Management Representations received

A number of staff engaged with the ARC during the year including; Chief Executive, Director of OSD, Director of FET, Adult Education Office, Head of Finance, Head of Human Resources and Head of Corporate Services.

Annual confirmations were received from the Chief Executive confirming that internal controls are in place in KCETB and are implemented.

Management representations in KCETB are bolstered by the Assurance Declarations process established across the organisation.

3. Review of minute books of the Board and Finance Committee

The Audit and Risk Committee reviewed the minute books of the Board and Finance Committee and have no inconsistencies to report.

4. Review of Audit Register

The committee were presented with both the internal and external Audit Registers for consideration, as part of the committees work programme. The Audit Registers detail auditor recommendations and the current status of the implementation of the recommendations. The committee was pleased to see progress on the implementation of auditor recommendations and the associated risks are reflected appropriately on the relevant risk registers.

Following the process of previous years, a number of points on the Audit Register were removed with the agreement of the committee, on the basis that the recommendation was no longer relevant and/or the recommendation was implemented and effective.

5. Correspondence and engagement with internal and external auditors

The Audit and Risk Committee of KCETB maintains an active and appropriate level of engagement with the IAU-ETBs and C&AG.

In 2019, the Director of IAU-ETBs Michael Mullarkey and regional internal auditor David Walsh, met with the present Audit and Risk Committee at its December meeting, to outline the objectives and work schedule of the IAU-ETBs. Mr. Mullarkey, clarified the reporting structure of the IAU-ETBs and KCETB, how the audit plan is informed and the responsibilities of the IAU -ETBs.

In March 2019 the committee met with representatives from the C&AG.

6. Protected Disclosure

In December 2019 the Audit and Risk Committee were informed of one Protected Disclosure received in 2019. This disclosure was dealt with in accordance with the Protected Disclosure Act 2014 and KCETB's Protected Disclosure Policy and Procedures.

7. Risk Management Framework

KCETB operates a robust and active Risk Management Framework across the organisation developed and reviewed in line with the Code of Practice for the Governance of ETBs 2019. Specific risk management activities conducted in 2019, include;

- Adoption of Risk Management Policy
- Appointment of Chief Risk Officer
- Development and implementation of Risk Management Implementation Plan, detailing;
 - Risk Register processes
 - Assurance Declarations for Directors, Schools, FET centres and programmes, OSD Senior Management
 - Establishment of Risk Management sub-committees
 - Reporting and engagement with Audit and Risk Committee, IAU-ETB and Board
 - Compliance Audit Tool maintenance

The Chief Risk Officer reports to the committee at every meeting, providing updates on the Risk Registers and other issues under the risk management category. The committee are satisfied that risk is managed effectively and actively in KCETB.

8. Induction Training

With the establishment of a new Board of KCETB in July 2019 and subsequent establishment of a new ARC, formal induction training was provided to all members.

The responsibilities and role of the committee as outlined in section 7 of the Code was presented to the committee. Members were advised of the resources available to them from internal and external bodies, the working relationships and activities the committee will engage in to inform their role, the governance structure of KCETB and the implication of the Code for the committee's activities. Practical implications of the Code, with regard to meeting requirements, information/reports received by the committee, reporting requirements of the committee and engagement with internal and external auditors were outlined.

Both the executive and Chair of the committee reiterated the strong working relationship between the committee and auditors and the approachability of the both the IAU-ETBs and the C&AG.

A member's induction pack was presented to all external members of the committee.

9. Review of its own-effectiveness

As required by the Code of Practice for the Governance of ETBs 2019, the Audit and Risk Committee formally reviewed its own effectiveness. The Chair of the Board will work with the Chair of the Committee to assess the committees ongoing effectiveness and requirements.

10. Review of policies

Throughout the year the committee reviewed, and advised on, the following policies;

1. Protected Disclosures Policy
2. Anti-Fraud and Corruption Policy
3. Financial Authorisation and Approval Levels
4. Procurement Policy (nationally agreed policy)
5. Risk Management Policy.

11. Review of Annual Financial Statements

As part of the annual review and consideration of the Annual Financial Statements the committee received a detailed presentation on;

1. Draft Annual Financial Statements
2. The Statement of Internal Control
3. Letter of Representation to the C&AG
4. Chairperson's comprehensive report to the Minister
5. CE Assurances and management representations
6. Governance Statement

In summary, 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.

10. Waterford Institute of Technology – KCETB Nomination to Governing Body

The term of the current Governing Body of Waterford Institute of Technology is due to expire on the 31 March 2020 and there is a requirement for KCETB to nominate one member. It was proposed by the board to re-elect the current member (Mary-Hilda Cavanagh) for the agreed period or until the formation of the Technological University for the South East. This nomination was proposed by Ger Frisby, seconded by Fergal Browne and agreed

11. Matters for approval or confirmation by the Board

240320 – KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 18 February 2020. The minutes will be published online.

Correspondence received and noted.

240320 – KCETB 02 Chief Executive's Report

For adoption/approval including temporary delegation order

190520 – 02 – Minutes

240320 – KCETB 03 Corporate Services

Approve leases

240320 – KCETB 04 Finance

For approval

240320 – KCETB 05 Annual Financial Statements and accompanying documents

Including signing of the Statement of Internal Control

For adoption

240320 – KCETB 06 Risk Management

For approval/adoption/noting

240320 – KCETB 07 Report of Committees

For confirmation

240320 – KCETB 08 WIT- KCETB Nomination to Governing Body

For approval

Unless stated previously the above items were adopted by the Board as proposed by Fidelis Doherty, seconded by Caitlín Mhic Cárthaigh and agreed.

11. Other business with prior permission of the Chair

The Chairperson thanked all staff and members for their hard work and co-operation at this difficult time and requested that their thanks be communicated to all staff.

The Chief Executive also expressed her thanks to the board for their understanding and co-operation during the current crisis

12. Date of next meeting.

The next meeting of the Board will take place on Tuesday 19 May 2020 at 3.30pm in Scoil Aireagail, Ballyhale.

This meeting will incorporate formal Board Training facilitated by Crowe Ireland. Any members who missed the training provided in November 2019 are urged to attend.

Signed:

Pete C

Date:

19/5/20

