



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



Kilkenny and Carlow Education and Training Board
Minutes
15 September 2020

Date: 15 September 2020
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: Jenny O' Regan Byrne, Caitlín Mhic Cárthaigh, Mary Hilda Cavanagh, Peter Cleere, Laura Conheady, Deirdre Cullen, Andrea Dalton, Michael Delaney, Eamonn Doheny, Fidelis Doherty, Ger Frisby, Matthew Kenny, Clare Ryan,

Also in attendance: Chief Executive Eileen Curtis; Director of Further Education and Training Martha Bolger; Director of Schools Pauline Egan
Executive support Amy Deering

Apologies: Eileen Brophy, Fergal Browne, Richard Manogue, Brian O' Donoghue, Patrick O'Neill, 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.

Congratulations were expressed to all students who received their Leaving Certificate (Calculated Grades) results.

3. Minutes of board meeting held on 7 July 2020

The minutes of the meeting held on 07 July 2020 had been circulated to board members in advance (Document 150920 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Ger Frisby, seconded by Mary Hilda Cavanagh and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 07 July 2020.

4. Matters arising from minutes

No matters arising

5. Correspondence

Department of Education and Skills Circular Letters – to be implemented

- 0043/2020- Scheme for Leave of Absence following Assault for Staff other than Teachers and Special Needs Assistants in Education and Training Board Workplaces
- 0044/2020 -Home Tuition Grant Scheme 2020/2021 – Special Education Component
- 0046/2020 - COVID-19 operational supports for the full return to school
- 0047/2020 - Revised arrangements applying to starting pay for all staff other than persons employed as teachers and SNAs in Education and Training Boards
- 0048/2020 - Acting-Up Arrangements and Acting-Up Allowances for All Staff other than persons employed as Teachers and Special Needs Assistants in Education and Training Boards
- 0049/2020 - Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants
- 0050/2020 - Coronavirus (COVID-19): Arrangements for staff other than Teachers and SNAs who are employed by ETBs
- 0052/2020 -Revision of Capitation Grant Rates for Voluntary Secondary Schools in the Free Education Scheme
- 0053/2020 - Coronavirus (COVID-19): Additional Supervision Arrangements for the 2020/21 School Year
- 0054/2020 - Coronavirus (COVID-19): Arrangements for certain employees of recognised Primary and Post Primary schools in the Free Education Scheme and of ETBs, employed using grant funding

- 0055/2020 - Cycle to Work Scheme for ETB Employees
- 0056/2020 - Cycle to Work Scheme
- 0057/2020 - Home Tuition Grant Scheme for children who do not have a school place
- 0058/2020 -Home Tuition Grant Scheme in respect of Maternity Related Absences
- 0059/2020 - Provisional Results of Calculated Grades for Leaving Certificate, Leaving Certificate Vocational Programme and Leaving Certificate Applied 2020

Other Departmental correspondence – for information

- Youth Capital Funding 2020
- LGBTI+ Additional Hours Initiate 2020 funding
- Letter from the Minister for Education and Skills to Principals
- Letter to Schools and Public Health Advice on managing COVID-19 in school settings
- Email receipt acknowledgment re; Service Level Agreement
- Letter from Minister approving appointments- Governing Body of Carlow Institute of Technology

Other correspondence

- Notice from ETBI- Communication guidelines in relation to the Department of Further and Higher Education, Research, Innovation and Science
- Email from ETBI- Apprenticeship Action Plan 2021-2025
- Letter from SOLAS - Transfer of the Fund for Students with Disabilities from HEA
- Letter from SOLAS – ICT Capital Funding to support disadvantaged students
- IHREC Guidance Note on COVID-19 and the Public Sector Equality and Human Rights Duty
- Final Internal Audit Findings & Recommendations Report
- Letter from SOLAS- Strategic Performance Agreement
- Email from ETBI- Summary Guide Official Languages Act 2003 in relation to Public Bodies
- Letter from QQI- Revised Inaugural Review Schedule
- Email from SOLAS- Skills to Compete Implementation Plan
- To Chairperson/members – Local Training Initiative rental
- Letter from the Board of Music Generation Ireland- Recognition of services provided
- Carlow County Council Pre – Draft Public Consultation on the Preparation of Carlow County Development Plan 2022 - 2028

6. Chief Executive's Report

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

6.1 Corporate Governance and Administration

Business Continuity Planning – COVID 19

The Business Continuity Planning group continues to manage and monitor the overall situation across the organisation in respect to COVID 19. Contingency planning for re-opening has taken place across all directorate areas. The COVID-19 Response Plan involved 3 different phases for the safe return of staff and students.

- Phase I – Return to Work – Planning phase for return to work in schools, centres and offices who returned on the 10th August. Significant planning, reorganisation and training has assisted a smooth return.
- Phase II – Return to Education- An extensive planning process which involved the following in relation to schools and centres:
 - Appointment of aides to support senior staff
 - Appointment of Lead Worker Representatives across schools/centres and services
 - Undertaking of significant works at school and centre level to assist compliance with the distancing requirements
 - Significant training for school and FET managers and staff
 - Preparation of a Return to Education Induction video for teachers/tutors/SNA's
 - Applications for additional supports for schools and centres from DES and SOLAS
- Phase III – Return to Learning – Students/Learners -A Return to Learning Induction video has been prepared to support learners as they return to our centres.

The Return to Work/Education process has been led by KCETB's 3 directors and school, centre and service managers with the support of staff. The Chief Executive extended her thanks for the tremendous work undertaken by all to support as smooth a return as possible and will continue to monitor the situation on an ongoing basis.

Kilkenny Campus

The Stage 1 Design Team meeting with the Department of Education Technical Team took place via MS Teams on 16 July. Following the meeting approval was received to move to Stage 2(a) of the design process. The Design Team is currently working on the detailed design.

Annual Report

The DES requested a number of small amendments to the corporate governance section of the Annual Report and to the Chairperson's Comprehensive Report.

C&AG Audit 2019

The office of the C&AG have advised that KCETB accounts have been finalised. Formal correspondence in respect of same will issue in due course.

ETBI AGM

ETBI Annual Conference will take place on the 2nd October 2020. The following delegates were nominated to attend as voting delegates:

- Ger Frisby
- Deirdre Cullen
- Fergal Browne
- Mary Hilda Cavanagh
- Michael Delaney

All other members may also attend via Zoom.

Submission to Carlow County Development Plan 2022 – 2028

KCETB made a submission to Carlow County Council in response to a call for submissions as part of the public consultation process on the preparation of the new Development Plan 2022 – 2028. It highlights the remit and scope of ETB services and the priorities for the period ahead

QQI Statutory Review Process

An Inaugural Review of Quality Assurance in KCETB was scheduled for May 2021. As a result of COVID-19 the benchmark dates for the review have been extended with the Review visit now scheduled for the week of 13 December 2021

Strategic Performance Agreement with SOLAS

Following the Strategic Dialogue Interim Review meeting with SOLAS on 18 December 2019 we have received positive feedback in respect of same with particular reference to employer engagement, links with higher education, active inclusion supports and blended learning.

Student of the Year Awards 2020

Each year we award a KCETB Student of the Year Award to a student from each school which recognises their educational journey and their contribution to school life. The award ceremony has been postponed due to the current restrictions.

6.2 Schools

Director of Schools Pauline Egan presented the schools report.

Teaching and Learning

- All schools and centres recommenced for the 2020/2021 academic year in late August for all our students.
- Director of Schools acknowledged the contribution of management teams who worked tirelessly for the safe and sustainable re-opening of all schools. Significant work took place to re-configure classroom spaces and to adhere to physical distancing.
- Schools have in place their COVID-19 Response Plan which has been adopted by their Boards of Management.
- Leaving Certificate results were of a very high standard across schools and centres and staff were congratulated on their hard work.
- Nominees for The Student of the Year Awards for 2020/2021 were received from each school. The presentation of awards ceremony has been postponed for a later date in line with COVID-19 restrictions and protocols.

Governance and Management of Schools.

- Pat Coffey has been appointed Principal of Borris Vocational School and takes up the post at the end of September.
- John Maye has been appointed as principal to Duiske College and takes up the role upon Pat Murphy's retirement in October. The Board and management of KCETB acknowledged Pat Murphy's contribution to Duiske College having led the school as principal for the past thirteen years.
- **New Appointments** -To date 84 teaching appointments have been made for the 2020/2021 academic year. An induction session took place for new members of staff on 24 August 2019. GDPR training for new members of staff will take place on 17 September through MS Teams,

COVID -19 Safe Return to Education Inductions for staff.

- Staff in schools/colleges have completed the KCETB Return to Education Safely Induction Programme and the Return to Work Declaration Form which were accessible from our KCETB professional development site. Feedback on the training has been positive.
- Lead Worker Representatives (LWR) have been appointed to all schools and our LWRs received a KCETB online training module on 24 August.
- SNAs received a KCETB online training module on 27 August which provided a COVID related health and safety briefing with respect to the care needs that they provide for students. This training support was welcomed by SNAs in their role.
- Schools have also engaged the services of our health and safety consultant to deliver a health and safety COVID-19 return to school briefing as part of their site- specific induction for staff in their schools.
- As part of the Digital Strategy for Schools, the focus has been on the continued embedding of Microsoft Teams (and associated Office 365 Services) in schools for teaching and learning. All Schools' Management Information System (Vs Ware) are now synchronised and all schools have KCETB office 365 accounts.

- **DEIS to FET Meeting** – our next DEIS to FET meeting takes place on 17 September. This forum is made up of representation from KCETB DEIS schools and the Further Education and Training provision, focusing on supporting the transitions and progression of post-primary students into further education and training.
- All School Finance/Budget Meetings have taken place on M.S. Teams.

6.3 Further Education and Training

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

Governance and Management:

- All centres are re-opening in line with FET Implementation guidelines.
- Worksafe Solutions visited all FET centres in early August to risk assess classrooms and shared spaces for learners and staff.
- A number of online training sessions for Co-ordinators, Managers and Lead Workers took place, as well as a dedicated session on the KCETB Covid Response Plan.
- SOLAS have allocated an additional grant of €171,500 to KCETB to purchase devices to support learners.
- Skills to Compete Courses: A full list of courses available under Skills to Compete is available through www.fetchcourses.ie

Audits:

- Local Training Initiative Audit -IAU Preliminary Documentation Submitted.
- 2017 Audit BTEI – Documentation submitted.
- 2019 Audit – European Social Fund programmes. The sample that SOLAS selected has been verified and SOLAS will confirm any further documentation required.
- ETB Training for the Unemployed and Community Training Centre ESF financial claims. The ESF Managing Authority have requested that ETBs submit claims in respect of ETB Training for the Unemployed activities for 2018 & 2019 for specific programmes.

Teaching and Learning and Assessment:

- The Phase 2 Electrical Apprentices resumed classes on 31 August with 12 weeks of training remaining. The specific focus in week one was on setting all apprentices up on MS Teams.
- Commis Chef Apprentices have returned to class, and are scheduled to complete the remaining 12 weeks of their training in CIFET.
- 85-90% of apprentices working for employers within Kilkenny and Carlow have returned to work. The KCETB Authorised Officers have assisted a number of redundant apprentices to find new employers.

- **Assessment Policy:** KCETB's new assessment policy has gone live for immediate implementation. This involved extensive work by the Assessment Sub Group, and was approved by the QA Overarching Committee in late August. It marks a significant milestone in KCETB's Quality Improvement Plan and our ongoing engagement with QQI.
- **Leaving Certificate Results:** KCETB are immensely proud of and congratulate all learners who completed the Leaving Certificate this year. The results were of a high standard and staff are commended on their support for learners.
- **CPD Training:** A range of CPD training is being undertaken in preparation for the new academic year

Co-ordination of Other Programmes

- **Music Generation:** Gavin Barr, has been appointed as Music Development Officer, Carlow
- **Youth Work Plan 2018-2020 -** The ETBs remit is to support the provision, co-ordination, administration and assessment of youth work in an efficient and effective manner under the Department of Children and Youth Affairs. The Plan was completed within the national policy context and operational framework for youth work. KCETB wish to acknowledge with much appreciation the crucial role of the Young People, Youth Workers, Youth Club Volunteers, Youth Work Committee and Youth Service Providers and related services in Kilkenny and Carlow who gave of their time to engage in the consultation process.

6.4 Organisational Support and Development

Liam Scott Director of OSD presented the OSD report.

Human Resources

Recruitment

The recruitment process has been very busy over recent months. It has included the following:

- the advertisement of 125 teaching posts
- the appointment of a Principal to Borris VS and Duiske College
- the filling of 8 SNA posts and the creation of a panel
- the creation of panels for appointment to caretaking and cleaning posts.

Grateful thanks is extended to all who assisted with the process and to Kilkenny City VS and Tyndall College who assisted with the provision of venues.

Corporate Services

Leases

- **Unit 1B Burrin Street, Carlow CW BTEI. Renewal of lease –** Period of cover 01.12.20 – 30.11.21

- **Burrin Street, Carlow (BTEI, Carlow) CW Comm Ed / Youth Office. Renewal of lease** –Period of cover 01.01.21 – 31.12.21
- **1A Burrin Street, Carlow CW Adult Guidance Term of Lease** – 01.01.21 – 31.12.21
- KCETB has expanded the area leased at Seville Lodge to include meeting room facilities.
- Schools and Centres may be obliged to enter immediate leases for accommodation as a result of managing COVID-19 operations and/or other emergency contingency situations. All such leases will be based on service requirements in the context of COVID-19 health advice and/or other regulatory requirements.

Capital Projects

1. **Grennan College, Thomastown**
 - a) The advertisement for the construction of the extension has been placed on e-tenders.
2. **Grennan Mill**
 - a) Work to the electrical and emergency lighting infrastructure is due for completion.
3. **Borris Vocational School**-Construction is progressing and the project is scheduled for completion in March 2021. Specifications are being prepared for emergency works to remove mould from a small area of ceiling.
4. **Kilkenny Schools Campus** -Stage 1 of the project has been completed with the preferred design option agreed between KCETB and the department. The Design Team are preparing detailed design specifications which will form the basis for a planning application.
5. **Abbey Community College** -Work is progressing on the summer works scheme which will upgrade electrical safety infrastructure.
6. **Gaol Road**-Design specifications for additional accommodation are currently being prepared.
7. **First Registration of Properties** -Five KCETB properties are to receive their first registration with the Property Registration Authority as requested by DES and the C&AG.
8. **Questionnaire on FET Property Infrastructure**-Technical aspects of survey are being prepared by an architectural firm.

Finance

The income and expenditure report for June and July 2020 were presented.

Audit 2020

The Audit for 2020 was conducted remotely by the office of the Comptroller and Auditor General and was finalised on 31 August 2020. The management letters and audit report will be very comprehensive and are expected within a couple of months.

Internal Audit

The final report on the Internal Audit on previous audit recommendations has been received and recommendations added to the Audit Register. A Policy Compliance Audit is currently being conducted by the Internal Audit Unit- ETBI.

Payroll Shared Services

- Payroll services are scheduled to transition to the national system in June 2020.
- Two stand-alone projects to transition learner payments for trainees and apprentices have been completed.
- Further projects to transition VTOS and Youthreach payments are due to be completed by year end.

Governance

Standing Orders -Standing Orders have been amended in accordance with the Code of Practice for the Governance of ETBs and departmental advice.

Protected Disclosures Policy- The Protected Disclosures Policy has been amended to comply with procedural effectiveness.

Code of Conduct for Board and Committee Members -KCETB agreed to review the Code of Conduct for members circulated. Members are asked to refer any suggestions for revisions to the Director of OSD who will forward to the Audit and Risk Committee for their recommendation.

7. Risk Management

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

Business Continuity

- Services are being effectively maintained through both facility based working and partial remote working.
- Staff have now returned to most offices, schools and centres,
- Offices are operating on a rota system of partial office based and partial remote working.
- All working arrangements are being monitored

KCETB Response Plan

- KCETB prepared a COVID-19 Response Plan based on the national Return to Work Protocol.
- Building surveys assessed facilities in respect of COVID-19 public health requirements.
- Risk Assessments on the safe return to work were conducted with the assistance of professional Health and Safety advice.

Risk Register -A Covid-19 Register has been developed to complement the Risk Register during the Covid-19 pandemic.

Audit and Risk Committee -The terms of reference for the Audit and Risk Committee were reviewed by the Chairperson of the Committee in discussion with the executive. It was determined that the terms of reference are appropriate for the work of the Committee and do not require modification at the present time.

Finance Committee-The terms of reference for the Finance Committee were reviewed by the Chairperson of the Committee in discussion with the executive. It was determined that the terms of reference are appropriate for the work of the Committee and do not require modification at the present time.

8. Board Review of its own effectiveness

Section 4 of the Code of Practice for the Governance of ETBs 2019 states that a Board Self-Assessment Evaluation Questionnaire should be completed every 2-3 years. KCETB follows best practice and completes the evaluation annually. The board completed a review of its own effectiveness. The review highlighted performance and reiterated Board responsibilities and the members role in assisting with oversight of KCETB.

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

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

9. (b) Report from ETBI Reserve Forum

Ger Frisby confirmed that the ETBI Reserve Forum had not met since the last Board meeting.

10. Matters for approval or confirmation by the Board

150920 – KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 07 July 2020. The minutes will be published online.

Correspondence received and noted.

150920 – KCETB 02 Chief Executive's Report

For adoption/approval

150920 – KCETB 03 Delegates to ETBI Conference

171120 – 02 – Minutes

For approval

150920 – KCETB 04 Annual Report and Chairperson’s Comprehensive Report (amended)

For adoption

Proposed by Mary Hilda Cavanagh, seconded by Deirdre Cullen and agreed

150920 – KCETB 05 Corporate Services/approval in principle for emergency leases

Approve leases and agreement in principal for emergency leases.

150920 – KCETB 06 Finance

For approval

150920 – KCETB 07 Standing Orders (Amendment)

For approval

150920 – KCETB 08 Annual Review of Effectiveness

For noting

150920 – KCETB 09 Risk Management Report

For approval/adoption/noting

070720 – KCETB 10 Report of Committees

For confirmation

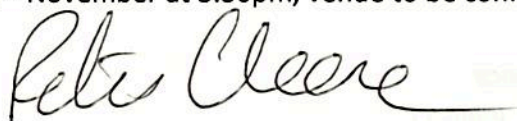
Unless stated previously the above items were adopted by the Board as proposed by Andrea Dalton , seconded by Ger Frisby and agreed

10. Other business with prior permission of the Chair

11. Date of next meeting

Tuesday 17th November at 3.30pm, venue to be confirmed

Signed:



Date:

17/11/2020