



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



Kilkenny and Carlow Education and Training Board

Minutes

07 July 2020

Date: 07 July 2020
Time: 3.30pm
Venue: Tyndall College Carlow

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

Attendance: Fergal Browne, Eileen Brophy, Caitlín Mhic Cárthaigh, Mary Hilda Cavanagh, Laura Conheady, Deirdre Cullen, Andrea Dalton, Michael Delaney, Eamonn Doheny, Fidelis Doherty, Ger Frisby, Matthew Kenny, Noel Phelan, Clare Ryan, Adrienne Wallace

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: Peter Cleere, Jenny O' Regan Byrne, Richard Manogue, Brian O' Donoghue, Patrick O'Neill.

The meeting was chaired by Deputy Chairperson Mary Hilda Cavanagh.

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 Paddy Lavelle on his new position as General Secretary of ETBI.

3. Minutes of board meeting held on 19 May 2020

The minutes of the meeting held on 19 May 2020 had been circulated to board members in advance (Document 070720 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Fidelis Doherty, seconded by Matthew Kenny and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 19 May 2020.

4. Matters arising from minutes

No matters arising

5. Correspondence

Department of Education and Skills Circular Letters – to be implemented

- 0036/2020 Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2020/2021 school year
- 0037/2020 Implementation of Calculated Grades Model for Leaving Certificate 2020
- 0039/2020 Calculated Grades Aides 2020
- 0041/2020 Arrangements for Inspection and School Self-evaluation for the 2020/2021 School Year

Other Departmental correspondence – for information

- Email from DES-Confirmation receipt of amendment to Annual Service Plan 2020
- Letter from DES- DCYA July – December 2020 Allocations
- Email from DES- Dis-continuation of the €50k funding for GDPR/Pensions
- Letter from DES -2020 LGBTI+ Initiative Allocation
- Email from DES- Confirmation receipt of Annual & Chairperson Comprehensive Report 2019
- Letter from DES- Youth Capital Funding Scheme 2020 Allocation

- Letter from DES 2020 funding allocations for the Targeted Youth Funding Scheme (TYFS), Revised Youth Funding Scheme (RYFS), and Youth Information Centres (YICs)

Other correspondence

- Carlow IT – Nominations to Governing Body
- ETBI- Notice re Postponement of ETBI Annual Conference 2020
- IAU Kilkenny & Carlow ETB Policy Compliance Audit
- ETBI – Legal Advice- Senior Counsel
- KCETB- Resignation Letter to Denis Hynes – Eileen Curtis confirmed that Section 36 (3) of the Education Training Boards Act 2013 states that “a person shall be taken to have resigned as a member of an education and training board where the person is absent from meetings of the board held during any 6 consecutive month period from the date of his or her last attendance at a meeting of the board”

6. Chief Executive’s Report

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

6.1 Corporate Governance and Administration

ETB Nominations to Governing Body- Carlow IT

The term of the current Governing Body of Carlow Institute of Technology expired on the 31 March 2020. All new appointments require the approval of the Minister for Education and Skills.

Section 4 of the regional Technical Colleges Amendment Act 1994

- Wexford Waterford ETB - Ms. Catherine O’Donnell
- Kildare & Wicklow ETB – Dr Angela Feeney, Mr. Joe Kelly
- Laois & Offaly ETB- Ms. Evelyn Dunne
- Kilkenny & Carlow ETB – Cllr Andrea Dalton, Cllr Ger Frisby

RTC (Amendment) Act 1994 Section 4(1)(g)

- Teagasc- Ms. Valerie Farrell

RTC (Amendment) Act 1994 Section 4(1)(c)

- Female academic staff representative- Ms. Caroline Murphy
- Male academic staff representative- Mr. Claus Derenda

RTC(Amendment) Act 1994 Section 4(1)(d)

- Non-academic staff representative-Mr. Sam Alcock

RTC (Amendment) Act 1994 Section 4(1)(e)

- Student representative- Ms. Tawyna Foster

RTC (Amendment) Act 1994 Section 4(1)(g)

- Carlow County Council- Ms. Kathleen Holohan
- P.B Machine Tech Ltd- Ms. Lily Holmes
- Alltech Farming Solutions- Mr. Michael Carbery
- UNUMN Ireland- Ms. Edel Spillane

Nominations to Carlow IT Governing Body proposed by Deirdre Cullen, seconded by Laura Conheady and agreed.

Business Continuity Planning - COVID 19

The Business Continuity Planning Group continues to manage and monitor the current situation across the organisation. An overall Business Response Plan is in place with arrangements ongoing for a phased return to our offices and services.

- All offices and services are still substantially closed to the public and most staff are working remotely from home. Services continue to be maintained in a variety of ways with managed and scheduled access to buildings as required.
- Schools and centres have completed arrangements for assessments in line with national guidance. Extensive preparation and adjustment were required in relation to the Leaving Certificate, the Junior Cycle, and QQI and other assessments.
- Specific contingency arrangements remain in place for critical areas of work such as salary and learner payments with key staff and their back up personnel working remotely.
- All the advice and guidance provided by the HSE, DES and other bodies is being followed. The key focus in the period ahead will be to plan for phased reopening in line with government guidelines. The protocols for the return of students and adult learners to buildings will be governed by national guidance and cannot take place until late August/early September.

Annual Report 2019

Following adoption by the Board the 2019 Annual Report and Chairperson's Report has been submitted to the DES as required.

Service Level Agreement – DCYA 2020

Each ETB has a Service Level Agreement (SLA) with the Department of Children and Youth Affairs (DCYA) in respect of youth provision within its functional area.

The 2020-2021 SLA sets out the roles and responsibilities of DCYA and KCETB in relation to specific funding schemes and aims to ensure transparency, accountability and effectiveness in respect of the

management of the various funding schemes for young people. These include provision in the following areas:

- i. Youth Work Function/Trainer Assistance
- ii. Targeted Youth Funding Scheme
- iii. Local Youth Club Grant Scheme
- iv. Youth Information Centre Scheme
- v. LGBT and Grant Scheme
- vi. Capital Funding
- vii. Funding for UBU – Your Place Youth Space

Where grant funding is provided by KCETB to other bodies this is also governed by further SLAs.

Legal Opinion

ETBI sought legal opinion to advise on a number of matters which appear inconsistent as a result of the issue of the 2019 Code of Governance. Further work is also being undertaken at ETBI level on the matter.

Note Re: ETB Meeting of 19th February 2019

Members have been asked to note that at the meeting of KCETB on 19th February 2019 Cllr. Denis Foley's name was omitted from the recorded minutes.

Members are requested to assist the executive in ensuring that their attendance is recorded accurately at all meetings.

ETBI AGM

The ETBI AGM will take place virtually this year and the ETBI Annual Conference has been postponed due to the COVID 19 restrictions. In line with the requirements we are seeking 5 nominees from the board to attend the AGM in early October. Expression of interest to be emailed to administration support.

6.2 Schools

Director of Schools Pauline Egan presented the schools report.

Teaching and Learning

Junior Cycle -Teachers are to be commended for in their engagement with the Junior Cycle School Report which 3rd year students receive this year. There has been significant collaborative engagement at school level with teachers and staff teams to confirm a framework across subject departments for assessing and reporting on student achievement. Junior Cycle students in our schools have received their Junior Cycle School Report this June.

Leaving Certificate Calculated Grades Model - Schools are to be acknowledged for the significant efforts they have made to ensure their students had registered on the student portal for calculated grades this year. Teachers across our schools and centres engaged with subject alignment meetings prior to grades being inputted to the Esinet portal system, which closed on 18 June.

Students and staff are congratulated on their efforts throughout the academic year and most especially in their efforts to continue teaching and learning remotely during the public health emergency and for their commitment to engaging in alternative state assessment processes for 2020.

School Planning is ongoing

Planning is underway for teaching and learning pedagogical approaches, for what will most likely be a blended learning approach to the start of the academic year 2020/21. School leaders have participated in webinars for ETB schools/colleges for blended learning approaches for teaching and learning. School leaders also attended online webinars on planning for re-opening of schools in the new school year, with the focus in the main, being on health and safety considerations.

Inspection Report

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

We are also awaiting feedback to the school community of Tyndall College on the Management, Leadership & Learning, (Whole School Evaluation) which took place in March.

Governance and Management of Schools

- **Admissions Policy** – In compliance with the Admission to Schools Act 2018 schools have engaged with the ETB as Parton in the updating of their admissions policy for implementation in September 2020. The following Admissions Policies are for confirmation:
 - Abbey Community College
 - Borris Vocational School
 - Carlow Institute of Further Education and Training
 - Coláiste Aindriú
 - Coláiste Cois Siúire
 - Coláiste Eoin
 - Coláiste Mhuire
 - Coláiste Pobail Osari
 - Duiske College
 - Grennan College
 - Kilkenny City Vocational School

- Ormonde College of Further Education
- Scoil Aireagail
- Tyndall College
- Gaelcholaiste Ceatharlach

Staff planning for the 2020/2021 school year is ongoing.

The recruitment process for teaching positions for the 2020/21 academic year is ongoing with virtual interviews happening on MS Teams and with face-to-face interviews while adhering to social distancing

Digital Strategy for Schools

John O' Neill, Professional Development and TEL Co-ordinator is working with a group of school leaders around the provision of Microsoft Teams for incoming first year students and their parents.

Schools have identified their purchasing needs with respect to ICT equipment and devices as a new procurement framework is now required.

6.3 Further Education and Training

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

Governance and Management:

SOLAS

Skills to Compete is a SOLAS response aiming to address gaps within individual skills-sets via targeted modular provision that can improve an individuals' employability and ability to compete for emerging employment opportunities. It is focused on those who have been affected by COVID economic circumstances. Reskilling and upskilling opportunities will be made available under the banner of Skills to Compete

KCETB has committed to refocusing existing programmes to provide those disadvantaged due to COVID 19 with immediate interventions which should facilitate a relatively short journey into work. Different modules and different components of existing programmes will be used to build up tailored offerings to suit each individual and give them the Skills to Compete for new job opportunities.

ESF Audit: ESF Desk Audits were carried out in April on all ESF funded ETB programmes. Following this the ESF sampled random learners to check data, learner files and associated programme documentation. Minor clarifications were sought and additional documentation provided.

DEASP Area Meetings: As part of the DEASP-ETB Interagency Operational Framework a number of Area Liaison Group meetings are held during the year between KCETB and DESP in Carlow and Kilkenny. At

the most recent meeting, (Friday, 26 June) DEASP informed the group that they are returning to client activation caseloads from this week. This will result in a return to DEASP referrals to KCETB FET programmes.

Re-opening of Centres: All centres will re-open in line with Government and Department of Education and Skills advice. A briefing for co-ordinators was held regarding the guidelines for reopening and lead workers are being nominated for each centre.

Teaching, Learning and Assessment:

QQI Evaluation on Teaching, Learning and Assessments Report: QQI asked each ETB to note their experience of teaching & learning, technology and assessment during the COVID pandemic. As part of this the QA team surveyed teachers, learners and coordinators. Copies of this report are available.

QQI Update External Authentication for submission of student results for certification on June 12 has been completed and two Results Approval Meetings were held. All EAs worked remotely this year and while there were challenges in the preparing and uploading of samples all went successfully with minor areas for improvement. The formalising of all Result Approval Processes was part of the KCETB Quality Improvement Plan for 2020. The final assessments are being completed and will be submitted to QQI on July 8. (This is an additional certification window for 2020).

City & Guilds have issued the Assessment Mitigation Centre Guidance which provides a detailed guide to adapting assessment and this is underway.

Digital Leaders: Each FET centre has nominated one member of staff to become a digital leader within their centre. The Digital Leaders will support staff in their centres and will themselves be supported in the development of technology enhanced learning through our technology enhanced learning, training programme

Co-ordination of Other Programmes

The DCYA Capital Grant Scheme is open to applicants who are UBU eligible ie Ossory Youth and Carlow Regional Youth Service. The specific criteria this year concerned capital and equipment for Programme Enhancement. KCETB was allocated €26,454 from DCYA to allocate to Ossory Youth and CRYC.

6.4 Organisational Support and Development

Liam Scott Director of OSD presented the OSD report.

Human Resources

Competency Based Selection Interview Training

Competency Based Selection Interview Training was provided for KCETB Board Members and senior members of staff on Tuesday, 23 June and Wednesday, 24 June 2020. The programme provided an overview of competency based interviews. Further training will be scheduled in due course.

Recruitment

- Kilkenny and Carlow ETB are currently in the process of recruiting to the position of Principal in Duiske College and Principal in Borris Vocational School.
- Several virtual interviews have been conducted successfully.
- KCETB will utilise both virtual and on-site interviews from Friday 3 July 2020.

Corporate Services

Leases

- **Revised-Kilkenny City Presbyterian Building, Ormonde College Kilkenny- 02/06/2020 to 01/06/2023**
- **Revised- Ormonde College- PLC – (Hairdressing) Village Inn Business Centre, Kilkenny- 05/07/2020 to 04/07/2023**
- **VTOS – Granby Row, Carlow – 01/09/2020 to 31/08/2021**
- **Scoil Aireagail – Sports Pitch- 01/09/2020 to 31/08/2021**
- **Carlow Youthreach and Carlow Adult Learning -05/09/2020 to 04/09/2021**

Capital Projects

1. **Grennan College, Thomastown-** The planning application for the new extension has been granted. A request to meet the conditions of the Fire Certification provided by Kilkenny County Council has been submitted to the Department.
2. **Grennan Mill -**Upgrading the electrical and emergency lighting infrastructure is being completed.
3. **Borris Vocational School-** Construction is progressing in line with expectations with the project scheduled for completion at the end of 2020.
4. **Kilkenny Schools Campus -**The Design Team are currently finalising further design details with the Department. The Heads of Agreement for the exchange of lands at Poulgour and New Street has been agreed and is with our legal advisors.
5. **Abbey Community College -**We are awaiting on DES sanction for the appointment of a contractor

Finance

The income and Expenditure report for May 2020 was presented.

7. Risk Management

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

Business Continuity

- a) The KCETB Business Continuity Plan is operational in response to the COVID-19 emergency.
- b) The Executive Management Team is currently operating as the KCETB Business Continuity Management Team.
- c) The Business Continuity Plan Committee, with wider representation from service divisions, is meeting regularly and addresses all aspects of organisational business continuity.

Return to Work Safety Protocol

- a) Public Health advice remains “Working from home should continue when possible”.
- b) Several KCETB facilities are operating on a service needs basis.
- c) The risk based approach indicates a gradual return and HQ operations are scheduled to move from remote working to office based working on a rota basis from 10 August 2020.

Draft KCETB Response Plan

- a) KCETB have prepared a Draft Response Plan based on the national Return to Work Protocol.
- b) A building survey has been circulated to all managers and principals to assess their facilities in respect of COVID-19 public health requirements.
- c) A Covid-19 Register has been developed to complement the Risk Register during the Covid-19 pandemic.

Audit 2020 -The Audit for 2020 is proceeding remotely and is being conducted by the office of the Comptroller and Auditor General.

Committee Training- Members, committee members and officials of KCETB participated in a webinar on the governance duties of Audit and Risk Committees in the context of COVID19 restrictions. The webinar took place on 28 May 2020.

Compliance -KCETB is a member of the newly established network for ETB Governance and Compliance Officers. ADOBE SIGN has been introduced for signing documents to facilitate physical distancing public health requirements.

Payroll Shared Services Project-The transition to the national Payroll Shared Services System scheduled for November 2020 has been deferred to May 2021

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

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

8. (b) Report from ETBI Reserve Forum

No Report

8. (c) Report from Finance Committee

No Report

8. (d) Report from Audit and Risk Committee

No Report

9. Matters for approval or confirmation by the Board

070720 – KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 19 May 2020. The minutes will be published online.

Correspondence received and noted.

070720 – KCETB 02 Chief Executive's Report

For adoption/approval including Nominations to Carlow IT Governing Body and note regarding meeting of 19th February 2019

070720 – KCETB 03 Corporate Services

Approve leases

070720 – KCETB 04 Finance

For approval

070720 – KCETB 05 Annual Report

For adoption

070720 – KCETB 06 Risk Management

For approval/adoption/noting

070720 – KCETB 07 Report of Committees

For confirmation

Unless stated previously the above items were adopted by the Board as proposed by Caitlín Mhic Cárthaigh, seconded by Ger Frisby and agreed

10. Other business with prior permission of the Chair

11. Date of next meeting

Tuesday 15th September at 3.30pm, venue to be confirmed

Signed:



Date:

