



ethb

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

Annual Report

2020

Contents

Foreword.....	5
Kilkenny and Carlow Education and Training Board Members	6
Our mission	7
Our vision	7
Our values	7
Overview of Services.....	8
Organisational Structure.....	10
KCETB Strategic Goals 2017 – 2021	11
Corporate Governance	14
Directorate Reports	23
Schools Directorate.....	23
Further Education and Training Directorate.....	31
Organisation Support & Development (OSD) Directorate.....	36


Foreword

Kilkenny and Carlow Education and Training Board (KCETB) is pleased to present its 2020 Annual Report. This report outlines the comprehensive range of activities undertaken by KCETB's schools, centres and services over the past twelve months. The report also includes information on KCETB's corporate governance and financial functions for the period 1 January to 31 December 2020. Together, the Board and executive team have worked effectively to guide the developments that have taken place during 2020 in schools, further education and training and in organisational support.

The work of KCETB was significantly impacted by the COVID 19 pandemic which caused a crucial interruption to services in mid-March 2020 when schools, centres and offices were closed. A Business Continuity Planning Committee was established to plan for the immediate and longer-term disruption to services across the organisation. This included planning for the setting up of remote teaching and learning, and service provision together with the management of the revised examinations processes in schools and centres. The corporate governance work of KCETB was completed remotely and the preparation and conduct of the C&AG Audit in 2020 was conducted remotely in the immediate aftermath of the March lockdown.

The delivery of services and the work of the organisation was greatly impacted throughout the remainder of 2020 as we responded to the various steps on the national roadmap for dealing with COVID 19. Substantial effort was put into the successful reopening of schools and centres in September and it is a great tribute to the efforts of our staff and all concerned that we were able to remain open until December 2020. KCETB acknowledges the contribution of our students and learners throughout this challenging period. During this time remote working continued and services gradually settled into a new pattern. Despite the challenges KCETB advanced a number of key projects during the year the most significant of which was the progress was made on the Kilkenny Campus project with the completion of Stage 1. There was continued development at the Kilkenny Training Services Campus with expansion in apprenticeships planned for the future.

KCETB is very fortunate to have a highly committed board and a dedicated staff team, all of whom contribute to the success of our schools, centres and services. We acknowledge the commitment and expertise brought by our leaders and staff to the many challenges which were encountered during the year. It is because of their efforts that we have been able to maintain our services. Everything we do in KCETB is guided by serving the best interests of learners: thanks to the successful partnership between the board and staff, KCETB has ensured that our students have remained at the centre of our work.



Cllr. Peter Cleere
Chairperson



Eileen Curtis
Chief Executive

Kilkenny and Carlow Education and Training Board Members

Name	Representation
Eileen Brophy	Chambers Ireland
Fergal Browne	Carlow County Council
Mary Hilda Cavanagh (Deputy Chairperson)	Kilkenny County Council
Peter Cleere (Chairperson)	Kilkenny County Council
Laura Conheady	Staff representative
Deirdre Cullen	Kilkenny County Council
Andrea Dalton	Carlow County Council
Michael Delaney	Kilkenny County Council
Eamonn Doheny	Parent representative
Fidelis Doherty	Kilkenny County Council
Ger Frisby	Kilkenny County Council
Denis Hynes *	Kilkenny County Council
Matthew Kenny	Staff representative
Richie Manogue	IBEC
Caitlín Mhic Cárthaigh	Conradh na Gaeilge
Brian O'Donoghue	Carlow County Council
Patrick O'Neill	Kilkenny County Council
Jenny O'Regan Byrne	Parent representative
Noel Phelan	NALA
Clare Ryan	School Management/Leadership
Adrienne Wallace	Carlow County Council
Tomás Breathnach (17/11/2020)	Kilkenny County Council

* Denis Hynes was replaced by Tomás Breathnach

Our mission

Kilkenny and Carlow Education and Training Board enables learners to achieve their full potential and contributes to the social, cultural and economic development of our area and of our country.

Our vision

Our ambition for the future is to:

Lead the development of education and training opportunities throughout our two counties by engaging with learners and communities, creating positive learning environments and experiences for people at all stages of lifelong learning, and contributing to social and economic development.

In everything we do, we aim to be “the education and training service that others use as a benchmark of excellence”.

Our values

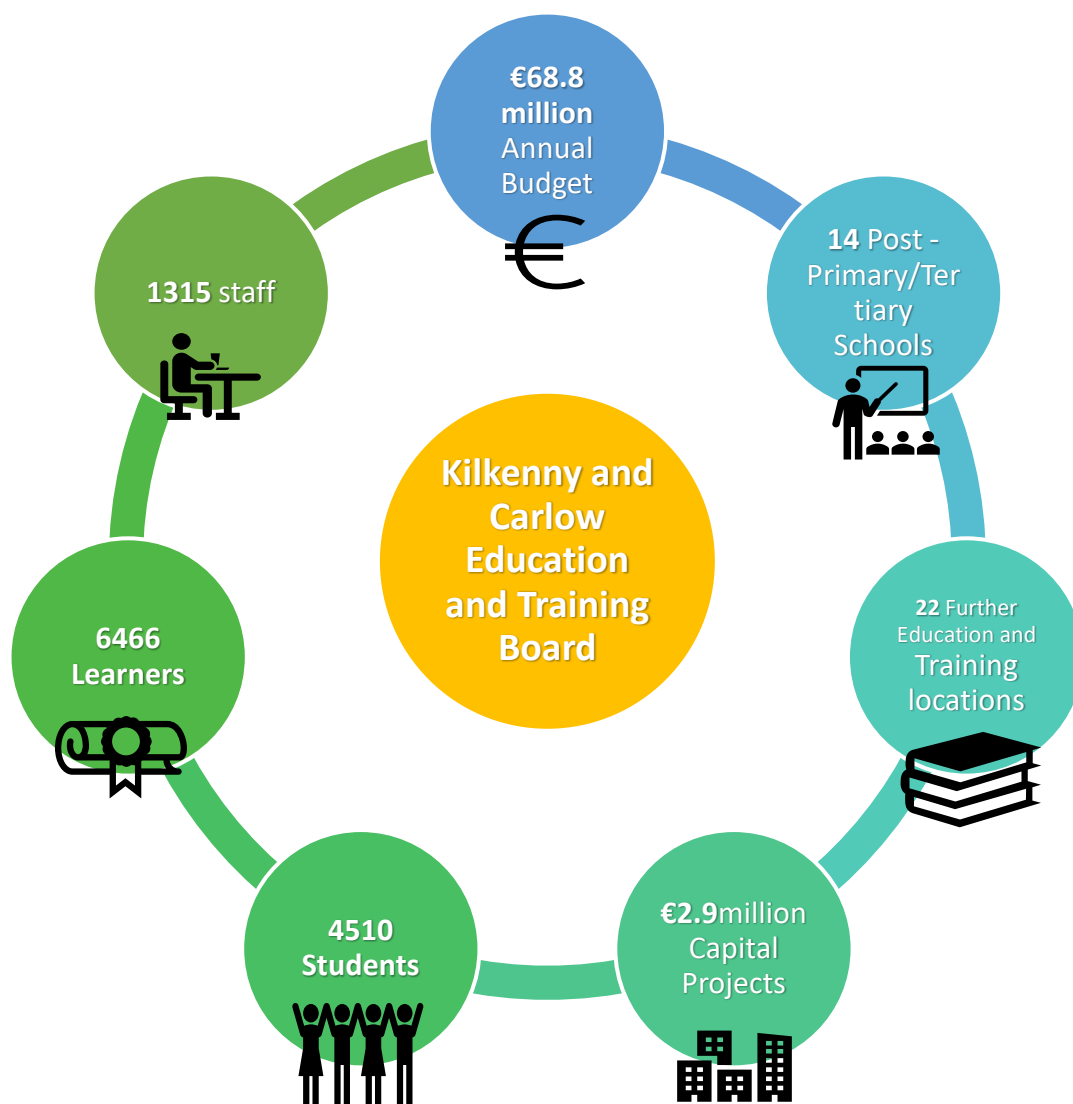
We value learning and recognise its role in the development, cohesion and wellbeing of society. Everything we do is guided by serving the best interests of learners.

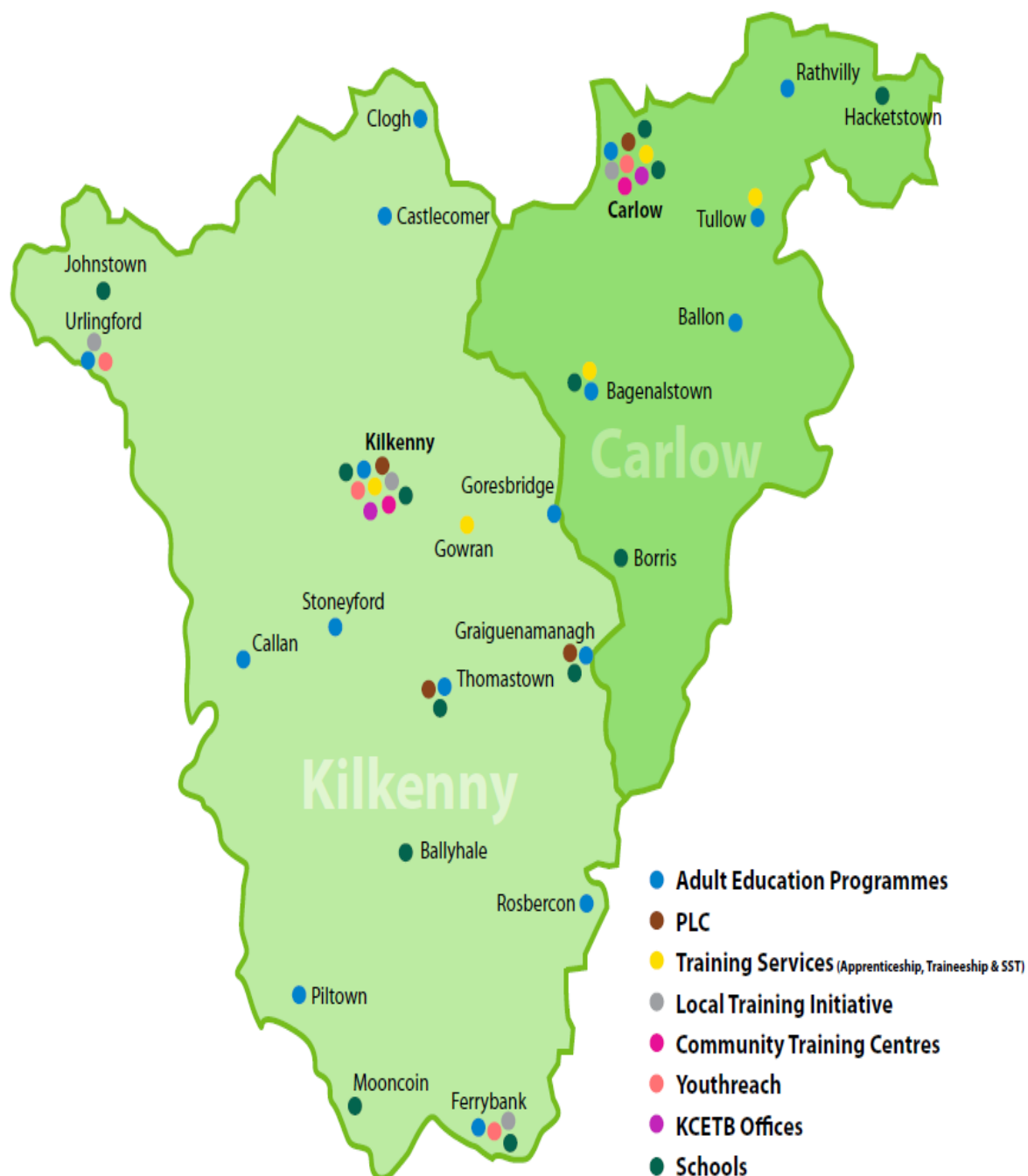
We aim for excellence and are committed to continuous improvement throughout our organisation. We value relationships and working in collaboration within the education and training sector and with the wider community.

As a public service organisation, KCETB has a culture of accountability, integrity, fairness, openness and respect.

We adopt high standards of professionalism, honesty, objectivity and quality, which are central to serving all learners. We embrace diversity and we are open to new ideas.

Overview of Services





Geographical map of Kilkenny and Carlow ETB

Organisational Structure

The Board of KCETB is supported by an Executive, which is responsible for the implementation of policy, day-to-day management and functions not reserved for the Board as detailed in S12 of the Education and Training Boards Act 2013.

Kilkenny and Carlow ETB operate across the two counties of Kilkenny and Carlow with its head office in Carlow and a further office in Kilkenny.

Kilkenny and Carlow ETB management team is led by the Chief Executive and three directors, the Director of Schools, the Director of Further Education and Training and the Director of Organisation Support and Development



KCETB Strategic Goals 2017 – 2021

Progress Report 2020

<p>1 <i>Improve the learning experience and outcomes for all learners</i></p>	<p>High standards of teaching and learning</p> <ul style="list-style-type: none"> ▪ Subject/programme/whole school inspection reports in schools/centres ▪ Examination results in schools and FET centres ▪ Promotion of online learning through Microsoft Office 365, MS Teams and Edmodo ▪ Teaching and learning workshops for schools – focus on digital learning ▪ Extension of digital training programme in schools ▪ Recruitment and appointment of additional education and training staff ▪ New assessment procedures completed in schools and centres
	<p>Curriculum reform</p> <ul style="list-style-type: none"> ▪ Junior Cycle cluster training days completed virtually ▪ Well-Being programme embedded in schools ▪ Leaving Certificate Applied and Transition Year programmes introduced to additional schools ▪ New programmes developed across KCETB training services and education centres, including Leadership Development programme ▪ Skills to Compete introduced
	<p>Use of ICT</p> <ul style="list-style-type: none"> ▪ Further roll out of Digital Strategy for Schools ▪ Upgrading of ICT infrastructure across schools, centres and services ▪ Additional expenditure on classroom and learning supports ▪ Technology-enhanced learning advanced in FET and schools ▪ Further development of digital leaders programme for schools ▪ Appointment of Technology Enhanced Learning Co-ordinator
	<p>Creativity and wellbeing</p> <ul style="list-style-type: none"> ▪ Wellbeing, health and mental health programmes prioritised in schools, centres and offices across the organisation ▪ Participation in national and international programmes and competitions ▪ Participation in national advertising campaigns to promote Adult Learning services ▪ National FET Learner Forum hosted by KCETB ▪ Introduction of coding and ICT short courses for Junior Cycle in some schools ▪ Virtual promotions and celebrations
	<p>Inclusive learning</p> <ul style="list-style-type: none"> ▪ Work with refugee resettlement programmes in Kilkenny and Carlow ▪ Additional ASD units and special classes operating in schools ▪ Assistive technology provided for learners ▪ Continued development and support for special needs provisions ▪ Over 1,000 learners on part-time Adult Education programmes completed levels 1-6

2
Ensure
that all
KCETB
services
meet high
quality
standards

Professional Standards

- Extensive continuing professional development programme for staff in schools, centres and offices
- Management and leadership development programme for school leaders, middle leaders programme in schools
- Provision of training, development and information briefings –governance, wellbeing, financial procedures, risk management

Governance

- Business Continuity Plan developed and operational from start of COVID-19 pandemic
- Business Continuity Management Team and Plan Committee established
- Risk assessments carried out at all workplace facilities
- COVID19 Response Plan developed and operational
- KCETB compliant with COVID-19 Public Health Guidelines
- Guidance for remote, blended and virtual working provided in respect of all KCETB services
- Protocols, policies and procedures for virtual operations aligned with corporate governance requirements
- Timely submission of 2020 Financial Statements
- Support for school and centre management in meeting governance requirements
- Financial Guidelines and Training for School Principals
- Maintenance of Risk Management Framework and Risk Register
- Annual Corporate Procurement Plan completed
- Significant progress on Payroll Shared Services
- Compliance with Child Protection procedures – training provided

Quality working and learning environments

- Upgrade to school buildings including extension at Coláiste Mhuire
- Progress on the Kilkenny Schools Campus – to stage one
- Commencement of a series of capital/refurbishment projects and emergency COVID-19 special works in schools
- Development of ICT infrastructure, equipment, systems and operational procedures to facilitate remote working.
- Enhanced security to minimise the risk of cyber security breaches in the context of virtual business operations
- E-recruitment introduced
- Enhanced digital infrastructure to provide for virtual teaching and learning in schools and FET services

Quality assurance

- Looking at Our Schools framework further developed
- School Development Planning, School Self Evaluation and DEIS planning continued
- Review of leadership and management provision in schools
- Implementation of recommendations of inspection reports
- QQI quality assurance framework advanced
- FET Executive Self Evaluation Report submitted
- QQI Inaugural Review Steering Committee established
- Quality Improvement Plan 2020 agreed and advanced

3
**Strengthen
 our links
 with the
 wider
 community**

Work with communities, parents, families

- Student of the Year Awards and promotions online
- Marketing of school and FET services through virtual media
- DEIS to FET Working Group established
- Students' Council workshops
- Virtual Showcase of FET options
- Music Generation Kilkenny
- Music Generation Carlow programme reviewed
- Youth initiatives developed in Castlecomer and Tullow
- 5 groups supported through Mitigating Educational Disadvantage Fund

Economic development and entrepreneurship

- Sustained growth in registrations in apprenticeships and traineeships
- Enhanced links with business and industry
- Contribute to South East Regional Skills Forum; South East Action Plan for Jobs; Local Community Development Committees
- DEASP/ETB Inter-Agency Protocol reviewed.
- Expansion of Skills for Work Programme
- Ongoing review of FET programmes to meet skills needs
- EXPLORE programme – to promote digital literacy
- New IT Technology and Software Development Traineeships

Collaboration with DoE, ETBI and other ETBs

- Engagement with DoE on staffing, capital projects and policy implementation
- Active involvement in ETBI forums, working groups and support services
- Sharing of good practice and expertise with other ETBs
- Develop and implement ETB sectoral approaches to national policies
- Active sectoral engagement on COVID-19 response for education and training services

Corporate Governance

Legislative Mandate

The Board of KCETB is responsible for the proper direction and control of KCETB and holds the Chief Executive accountable for the operations of the organisation. The Board is directly responsible for the reserved functions detailed in S12 of the Education and Training Boards Act 2013 and the Board's work is set out in line with these matters. The Chief Executive is accountable to the Board for the performance of Executive functions.

Standing items considered by the Board include:

- Declaration of interests
- Chief Executive's report
- Financial reports
- Reserved matters
- Risk Management
- Committee reports
- Policy management

Code of Practice for the Governance of ETBs

Kilkenny and Carlow Education and Training Board complies with the Code of Practice for the Governance of Education and Training Boards, Department of Education Circular 0002/2019. The purpose of the code is to ensure that the principles of good governance and management are applied by KCETB

Compliance policies and procedures have been implemented to ensure compliance with the Code and emerging directives, regulations and best practice.

Annual Report and Financial Statements

Kilkenny and Carlow Education and Training Board was established on 1 July 2013 under the provisions of the Education and Training Boards Act 2013. Section 51 of that Act requires the ETB to keep in such form and in respect of such accounting periods as may be approved by the Minister for Education with the consent of the Minister for Finance and Public Expenditure and Reform, all proper and usual accounts of the monies received or expended by it.

In preparing those accounts, the Board is required to:

- (a) apply the standard accounting policies for the preparation of ETB financial statements
- (b) make judgements and estimates that are reasonable and prudent
- (c) disclose and explain any material departures from the standard accounting policies

The Board is responsible for keeping proper books of account which disclose with reasonable accuracy at any time the financial position of the Board and which enable it to ensure that the Financial Statements comply with section 51 of the Education and Training Boards Act 2013. The Board is also responsible for safeguarding its assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Board considers that the Annual Financial Statements properly present the income and expenditure of the Board and the state of affairs of the Board.

Risk Management

The Board maintains oversight of risk management and confirms that it has carried out an assessment of KCETB's principal risks, associated mitigation measures and assurances of the effectiveness of these measures in 2020.

The Board manages risk for the organisation through a structured risk management programme. Risk Management is a standing item at all Board meetings and consideration includes:

- Risk reports from senior management including the Chief Risk Officer (CRO)
- Reports of the Audit and Risk Committee
- Changes in risk ratings
- Audit Register

The Audit and Risk Committee assists the Board and gives an independent view in respect of its Risk Management responsibilities.

System of Internal Control

The Board of KCETB maintains and operates an efficient and effective system of internal control in accordance with S7.4 of the Code. The system of internal control ensures that assets are safeguarded, transactions are authorised and properly recorded, and that material errors or irregularities are either prevented or detected in a timely period.

The system of internal control operated in KCETB is based on:

- Managerial and administrative policies and procedures
- Segregation of duties
- Specific authorisations
- Internal check
- Assurances Declarations signed by senior management
- Strategy Statement
- Annual Service Plan
- Risk Management Reports
- Performance Delivery Agreement
- Oversight Agreement
- Monthly management review of reports outlining the actual and budgeted results of programmes operated by KCETB
- Audit register for external audit reports and recommendations

- Audit register for internal audit reports and recommendations
- Management Letters C&AG
- Opinion Reports, Findings and Recommendations Reports IAU-ETBI
- Code of Governance Compliance Review
- Audit and Risk Committee Annual Report
- Finance Committee Annual Report
- Protected Disclosures Report
- Annual review by the Board of the effectiveness of the system of internal control

KCETB paid specific attention to the revised control environment resulting from the COVID-19 pandemic and adhered to guidance from the C&AG in this regard.

The Board confirms that there has been a review of the effectiveness of the system of internal control.

The Chairperson confirms that the Statement of Internal Control, which is subject to change until the external audit is completed, has been included in the Annual Financial Statements and as an appendix to the Chairpersons Comprehensive Report that has been submitted to the Minister.

Procurement

The Chairperson of the Board confirms that KCETB is adhering to relevant procurement policy and procedures and the development and implementation of a Corporate Procurement Plan. The Corporate Procurement Plan examined any non-compliance with procurement policy. As at the 31st December 2020 KCETB had 2.85% non-compliant expenditure, a number of services were part of ongoing procurement processes to achieve compliance were included in this figure.

Public Spending Code 2013

The Chairperson of the Board confirms that KCETB is adhering to the relevant aspects of the Public Spending Code.

Tax Compliance

The Chairperson of the Board confirms that KCETB has complied with its obligations under tax law.

Review of Board Effectiveness

The Board carried out a review of its own effectiveness at its Board meeting in September 2020 in accordance with S4 of the Code.

Board Meeting Schedule, Attendance and Expenses

The Board of KCETB met on the following dates in 2020

- 21/01/2020
- 18/02/2020
- 24/03/2020* (teleconference)
- 19/05/2020* (teleconference)
- 07/07/2020* (MS Teams)
- 15/09/2020* (MS Teams)
- 17/11/2020* (MS Teams)

First Name	Surname	21 Jan	18 Feb	*24 Mar	*19 May	*07 July	*15 Sept	*17 Nov	Total
Eileen	Brophy					X			1/7
Fergal	Browne		X	X	X	X		X	5/7
Mary Hilda	Cavanagh	X	X	X	X	X	X	X	7/7
Peter	Cleere - Chairperson	X	X	X	X		X	X	6/7
Laura	Conheady	X	X	X	X	X	X	X	7/7
Deirdre	Cullen	X		X	X	X	X	X	6/7
Andrea	Dalton	X		X	X	X	X	X	6/7
Michael	Delaney	X	X			X	X	X	5/7
Eamonn	Doheny	X	X	X		X	X	X	6/7
Fidelis	Doherty	X	X	X	X	X	X	X	7/7
Ger	Frisby	X	X	X	X	X	X	X	7/7
Denis	Hynes						Left		0/6
Matthew	Kenny	X	X	X	X	X	X	X	7/7
Richie	Manogue	X		X					2/7
Caitlín	Mhic Cárthaigh	X	X	X	X	X	X	X	7/7
Brian	O'Donoghue		X						1/7
Patrick	O'Neill				X				1/7
Jenny	O'Regan Byrne		X		X		X	X	4/7
Noel	Phelan	X	X	X	X	X		X	6/7
Clare	Ryan		X	X		X	X		4/7
Adrienne	Wallace	X		X	X	X		X	5/7
Tomás	Breathnach							Joined	1/1

Governance training for Board and Committee members

Governance Training for all Board and Committee Members. Induction training is provided for all new Board and Committee Members to assist them in effectively fulfilling their mandate and includes:

- Appointment Letter – formal appointment letter with details of appointment as required by the Code of Practice for the Governance of ETBs 2019;
- Board Member Induction Pack – comprehensive material on the roles, responsibilities and functions of KCETB Board;
- Executive Management Briefing on the strategic objectives and activities of KCETB
- Board Governance Training – Crowe Consulting on 17 November 2020.

Governance Training on the Chairperson's role was provided for the Chairpersons of the Audit and Risk Committee and Finance Committee by Crowe Consulting on 26 November and 4 December respectively.

Committees

The Board of KCETB has established a number of committees to assist them in their functions. These committees are composed of board members and/or other agreed membership. In addition to the Audit and Risk Committee and Finance Committee, each school has its own Board of Management with a number of FET Boards of Management and a Youthwork committee.



Audit and Risk Committee

Established under section 44 of the Education and Training Boards Act, 2013, the Audit and Risk Committee has a specific role, acting independently of the management of KCETB, providing assurances to the Board as to the adequacy and effectiveness of the internal control processes, including risk management and corporate governance. The committee met on the following dates in 2020; 27 January, 13 March, 12 October, 2 November and 21 December.

The Audit and Risk Committee comprised of the following members during 2020:

	27 Jan	13 Mar	12 Oct	2 Nov	21 Dec	Total
Mary Brennan (Chairperson) – External member	x	x	x	x	x	5/5
Andrea Dalton – Board member *					Joined	1/1
Michael Delaney – Board member						0/5
Denis Hynes – Board member						0/4
PJ Leonard – External member	x	x	x	x	x	5/5
Gerard Mulvey – External member	x	x	x	x		4/5
Patrick O'Neill – Board member			x	x	x	3/5

* Denis Hynes was replaced by Andrea Dalton

As part of their work programme the Committee considered the following;

- Internal and external audit reports
- Briefings and assurances of senior management
- Minutes of the Board
- Minutes of the Finance Committee
- Audit Register
- Compliance and governance structures
- Risk Management Policy
- Risk Register
- Risk Management Implementation Plan
- Protected Disclosures Policy and Report
- Financial policies and procedures
- Engagement with C&AG representative

Finance Committee

The Finance Committee has responsibility for reviewing the income and expenditure of KCETB, major contracts and financial aspects of the education and service plans. The Committee met on the following dates in 2020; 11 February, 18 March, 10 November and 15 December.

The Finance Committee comprised of the following members during 2020:

Members	11 Feb	18 Mar	10 Nov	15 Dec	Total
Sadie Aherne – external member	x	x	x	x	4/4
Mary Brennan– external member	x	x	x	x	4/4
Mary Hilda Cavanagh – Board member	x	x	x	x	4/4
Peter Cleere – Board member		x	x	x	3/4
Deirdre Cullen – Board member	x		x	x	3/4
Edward Holohan (Chairperson) – external member	x	x	x	x	4/4

As part of their work programme the Finance Committee in 2020 included the consideration of the following:

- Capital Projects Report
- Monthly Income and Expenditure Reports
- Contracts in excess of €50,000
- Contracts Register
- Financial Statements
- Draft Service Plan
- Report of the Audit and Risk Committee
- Assurances of Chief Executive
- Briefings from Senior Management

Financial Statements

It is a duty of the Board to ensure that a balanced, true and fair view of the ETBs financial position is made annually. The Board of KCETB is responsible for the keeping of accounts and the preparation of the annual financial statements in a manner which complies with: legislation; the accounting policies and standards applicable to the ETBs; properly present the income and expenditure and state of affairs at the end of 2020 and reports on matters which it considers prudent.

The Board of KCETB considers that the financial statements of 2020 give a true and fair view of the financial position of the organisation, properly presents the income and expenditure and the state of affairs at the end of 2020.

Please note that the KCETB Annual Financial Statements for the year ended the 31st of December 2020 is subject to audit by the C&AG at the time of publication of the KCETB Annual Report for 2020. KCETB will publish the audited financial statements within one month of receipt from the Office of the Comptroller and Auditor General.

Financial data in relation to the following is included in the Annual Financial Statement:

- Details of non-salary related fees paid in respect of Board Members analysed by category of fees
- Aggregate details of compensation of key management analysed by the following categories including management compensation in total;
 - Salaries and short-term employee benefits
 - Post-employment benefits
 - Termination benefits
- Key management compensation if any;
- Details of the number of employees whose total employee benefits (excluding employer pension cost) for the reporting period fell between €0 and €59,999 and within each pay band of €10,000 and €60,000 upwards and an overall figure for total employer pension contributions.

The Audited Financial Statements will be published on www.kcetb.ie.

Freedom of Information Act, 2014

In 2020 KCETB received 16 requests for information under the Act.

Protected Disclosure

In 2020 there were no matters raised under the Protected Disclosures Act 2014.

Irish Human Rights and Equality Commission Act, 2014

KCETB is committed to a policy of equal opportunity, adopts a positive approach to equality in the organisation and seeks to ensure fair and equitable treatment under the nine grounds set out in the Equal Status Act. Programmes and services are committed to ensuring that a

culture of equality and fairness underpins their work. In 2019 a KCETB representative was designated as a member of ETBI's Peer Support Group tasked with developing a programme of work to support ETBs to implement the public sector equality and human rights duty. In addition, KCETB set up a Project Team with representatives from the FET, Schools and OSD areas to take forward this work. Training for the group took place virtually in May 2020.

Annual Reporting of Energy Performance

As a public body KCETB has an annual legal requirement to report energy data under S.I. 426 of 2014. KCETB made a 21.5% saving by the end of 2019.

Staffing Profile

The following table depicts the whole-time equivalent staffing profile of KCETB during 2020

2020	
Chief Executive	1
Directors	3
Administration & Support Staff	
Administration staff (wte)	70.45
Ancillary (wte)	47.51
School Staff	
Principals	14
Deputy Principals	17
Teaching staff (wte)	471.76
Special Needs Assistants (wte)	44.50
Further Education & Training Staff	
Training Services Manager	1
Adult Education Officers (<i>including 1 Assistant Training Services Manager</i>)	3
Co-ordinators/Facilitators	14
Guidance Counsellors	5
Youth Officers	2
Music Generation Development Officers	2
Resource Tutors	10
Part-time Tutors (<i>paid and voluntary</i>)	100
Teachers/Tutors (wte)	37.29
Information Officer	2
Instructors	3
Authorised Officers	2
Project Officers	4
Total (whole time equivalent)	854.51

Directorate Reports

Schools Directorate

Kilkenny and Carlow Education and Training Board (KCETB) is a statutory local education authority operating in accordance with the Education and Training Boards Act 2013 and other relevant legislation.

It provides a comprehensive range of quality education programmes and supports designed to meet the needs of young people and adults throughout Kilkenny and Carlow. It has developed a range of educational provision to address the diverse and ever-changing demands of learners. Today, Kilkenny and Carlow ETB operate thirteen second level schools, a further education and training college, an extensive adult education service and a range of post-leaving certificate courses. It is involved in many partnership activities at local level and provides a range of educational supports to enhance the quality of its education programmes.

Kilkenny and Carlow ETB now has responsibility for thirteen second-level, co-educational multi-denominational schools/colleges and a tertiary further education and training college. They are:

Abbey Community College, Ferrybank	Coláiste Pobail Osraí, Cill Chainnigh
Borris Vocational School	Duiske College, Graiguenamanagh
Carlow Institute of Further Education and Training	Gaelcholáiste Cheatharlach
Coláiste Aindriú, Muine Bheag	Grennan College, Thomastown
Coláiste Cois Siúire, Mooncoin	Kilkenny City Vocational School
Coláiste Eoin, Hacketstown	Scoil Aireagail, Ballyhale
Coláiste Mhuire, Johnstown	Tyndall College, Carlow

The aim of the second level schools is to provide a quality, inclusive, holistic education that will enable each individual to reach his/her full potential so that each student may lead a fulfilling life and contribute to the development of society. The school communities strive to achieve these aims with professional, collaborative staff by offering:

- an extensive curriculum, catering for the spiritual, moral, intellectual, physical, social and personal development of students
- a co-curricular education programme
- a pastoral care programme

The schools in Kilkenny and Carlow ETB were founded as a response to local educational need and this tradition of meeting the needs of students is ever present throughout the school community. The innovation and management of change is clear from the range of programmes on offer.

Partnership is also a key feature underpinning the development of our schools and is apparent in our active Student Councils and Parents' Associations. We also work in partnership with other stakeholders, particularly in the youth, sport, community development and business sectors to enhance the educational experiences of our students.

Kilkenny and Carlow Education and Training Board continues to provide a broad range of programmes in its schools. In addition to the Junior and Leaving Certificate Programmes schools also offer specialised programmes like the Junior Certificate Schools Programme, Leaving Certificate Applied and the Leaving Certificate Vocational Programme.

Second Level Provision

School	Programmes Offered						
	JC	JCSP	TY	LC	LCA	LCVP	PLC
Abbey Community College, Ferrybank	✓		✓	✓		✓	
Borris Vocational School	✓		✓	✓		✓	
Coláiste Aindriú, Muine Bheag	✓	✓	✓	✓	✓		
Coláiste Cois Siúire, Mooncoin	✓		✓	✓		✓	
Coláiste Eoin, Hacketstown	✓		✓	✓		✓	
Coláiste Mhuire, Johnstown	✓	✓	✓	✓	✓	✓	
Coláiste Pobail Osraí, Kilkenny	✓		✓	✓			
Duiske College, Graiguenamanagh		✓	✓	✓		✓	✓
Gaelcholáiste Cheatharlach	✓		✓	✓		✓	
Grennan College, Thomastown	✓		✓	✓		✓	✓
Kilkenny City Vocational School		✓	✓	✓	✓		✓
Scoil Aireagail, Ballyhale	✓		✓	✓			
Tyndall College, Carlow		✓	✓	✓		✓	

Junior Certificate Schools Programme (JCSP); Transition Year Programme (TY); Leaving Certificate Applied (LCA); Leaving Certificate Vocational Programme (LCVP); Post-Leaving Certificate (PLC)

Second Level Enrolments

School	2019/2020
Abbey Community College, Ferrybank	950
Borris Vocational School	532
Coláiste Aindriú, Muine Bheag	88
Coláiste Cois Siúire, Mooncoin	130
Coláiste Eoin, Hacketstown	227
Coláiste Mhuire, Johnstown	593
Coláiste Pobail Osraí, Kilkenny	200
Duiske College, Graiguenamanagh	149
Gaelcholáiste Cheatharlach	366
Grennan College, Thomastown	314
Kilkenny City Vocational School	229
Scoil Aireagail, Ballyhale	197
Tyndall College, Carlow	535
Total	4,510

Post Leaving Certificate Enrolments

School	2019/2020
Carlow Institute of Further Education and Training	762
Duiske College, Graiguenamanagh	32
Grennan College, Thomastown	14
Kilkenny City Vocational School/Ormonde College of Further Education	293
Total	1,101

School Achievements in 2020

ETB schools in Kilkenny and Carlow continued to grow and develop during 2020 with an increase in enrolment in a number of schools.

Teaching and Learning

All our schools rose to the challenge of delivering high quality teaching and learning in a global pandemic. From March 2020 schools embraced the remote/virtual classroom, delivering teaching and learning through the online platforms of Microsoft Office 365 Teams and Edmodo during school closures under COVID-19 restrictions.

All our schools continued to engage in School Development Planning, School Self-Evaluation and DEIS planning with many undertaking a series of initiatives in the area of teaching and learning.

- **Curriculum Development** - There was a continued roll out of training for the Junior Cycle with a series of in-school and cluster training days; with training moved to virtual delivery during COVID-19 restrictions. As part of their Junior Cycle Wellbeing Programme, many schools organised wellbeing events e.g. Active Schools Week, TikTok Events, Got Talent Showcases, Staying Safe Online and anti-bullying programmes etc.

Kilkenny City Vocational School and Coláiste Cois Siúire widened their curriculum provision at senior cycle with the introduction of the Leaving Certificate Applied Programme in Kilkenny City Vocational School and the Transition Year Programme in Coláiste Cois Siúire.

- **Digital/Technology Enhanced Learning** –The focus to embed digital technology in teaching and learning across schools and colleges with students and teachers using Microsoft Office 365 gained momentum during school closures from March 2020. Significant progress has been made in this regard and one of the dividends of school closures is that teachers and students have engaged with and embraced Technology Enhanced Learning. There has been significant investment in CPD for teachers in the use of MS Teams and every school had moved to the use of MS Teams as the sole platform for teaching and learning by September 2020. Schools surveyed their parents to gather data with respect to their child's experience of digital/remote learning.

- **Assessment - Junior Cycle** - Teachers are to be commended for their engagement with the Junior Cycle School Report which 3rd year students received as part of their assessment for 2020. There was significant collaborative engagement at school level with teachers and staff teams confirming a framework across subject departments for assessing and reporting on student achievement.

Leaving Certificate Calculated Grades Model - Schools are to be acknowledged for the significant efforts they made to ensure their students received calculated grades for their Leaving Certificate 2020. Teachers across our schools and centres engaged with subject alignment meetings prior to grades being inputted to the Esinet portal system and are to be commended for this work.

- **Recognising Achievement**

- Our students have excelled in their academic, sporting and extra-curricular achievements, representing our ETB to the highest level at local and national events e.g. Coláiste Aindriú's U16 girls team won the semi-final of the South East Basketball league, Scoil Aireagail's U14 boys won a badminton county and Leinster title, Grennan College had All Ireland success with their first year boys becoming the All Ireland Champions in Spikeball and fifth year student Jordan Knight receiving the award for National Athlete of the Year, Coláiste Eoin's U14 Gaelic Football team won the South Leinster Schools Final whilst the school also reached the final of the Generation Apprenticeship Competition, Tyndall College were awarded their fourth Green Flag whilst their U16 and U19 boys teams were basketball regional final winners, Transition Year student Daniel Hanrahan from Coláiste Mhuire became a world champion in racquet ball at the Costa Rica Event, while Abbey Community College excelled in the areas of Science, Technology, Engineering and Mathematics (STEM), having finalists in ISTA National Senior Science Quiz, and winners in the South East Engineering 5th Year Quiz and Winners of the Regional Finals of Applied Maths Table Quiz.
- The Student of the Year Awards 2020 were marked by a Virtual Awards Ceremony streamed on KCETB's YouTube channel on 29 January 2021. A student from each school was nominated for an award for their achievements and overall contribution to school life.

School Governance and Management

- **Inspections** - A number of inspections took place during the year including:
 - Home Economics Inspection in Coláiste Eoin and Abbey Community College,
 - French Inspection in Scoil Aireagail,
 - Child Protection and Safeguarding Inspection in Coláiste Eoin,
 - Whole School Evaluation (WSE) in Management Leadership and Learning (MLL) Inspection in Grennan College.
 The Implementation of inspection recommendations is ongoing in schools.
- Supporting the Safe Provision of Schooling (SSPS) in Kilkenny City Vocational School, Abbey Community College, Grennan College.

- **Enhancing Leadership Teams** – A leadership development programme aimed at building the leadership capacity of the middle management teams (Assistant Principal 1/ AP1 teams) in our schools to support and work collaboratively with principals and deputies on an identified need/action in the school/college is being rolled out for the 2020/21 academic year. The programme which began in November 2020 is being delivered by Dr. Joe O’ Connell.

In supporting school leaders to respond to the myriad of challenges posed by COVID - 19, the Director of Schools organised the following “Pop-up” Virtual Briefings for all Principals:

- DEIS School Meals & Arrangements during School Closures
 - Junior Cycle Curriculum Planning
 - School Based Assessment Junior Cycle – JC School Report 2020
 - Leaving Certificate Calculated Grades 2020
 - Phased Return to Work of Caretakers and Cleaners
 - Return to School Meeting - COVID Response Plan
 - Safe Reopening of Schools
 - Managing a Confirmed COVID Case.
 - Inspections on Supporting the Safe Provision of Schools (SSPS)
 - Child Protection and Safeguarding Inspections (CPSI)
 - New Procedures with respect to Section 29 Appeals on the Education Act 1998
-
- **Quality Learning Environments** – a commitment to high quality teaching and learning environments was achieved by the following:
 - **Improved digital infrastructure** in our schools with upgrades to broadband connectivity, software and hardware. The KCETB Professional Development and Technology Enhanced Learning Office supported schools in revising/updating their schools digital/e-learning plans. With the additional ICT funding from the Department of Education ICT Grants, student and staff devices were purchased to support accessing and engaging with remote teaching and learning during the school closure.
 - **Provision of additional ASD Units** in some schools e.g. a third special class for students with Autism Spectrum Disorder was opened in Abbey Community College, providing high quality teaching and learning environments for students with additional needs.
 - **Continued upgrades to school buildings** - Grennan College received planning permission for an extension for 4 classrooms, a new Home Economics and Music room and an additional Science Laboratory; the construction of a 3 classroom and ASD unit in Borris Vocational School is underway with a completion date for early 2021, there was the updating of the safety system in Abbey Community College, Emergency Works with respect to improvements to sewerage infrastructure was completed in Duiske College; Coláiste Mhuire’s new traffic management system was completed, while the Kilkenny Schools Campus- (Coláiste Pobail Osraí and Kilkenny City Vocational

School), progressed to stage 2 of the project with detailed design specifications prepared by the architects.

Minor Works - To support schools in their work on the full implementation of the COVID-19 Response Plan, minor works grants issued to all Post Primary schools in August 2020. Schools used the funding to reconfigure classroom space, re-purpose rooms to provide additional space, adapting storage facilities, purchasing furniture, altering desk layouts, adapting toilet areas etc., all measures to adhere to physical distancing and to minimise the risk of spreading the COVID-19 Virus.

- **School Governance** - Training for Secretaries of Board of Management (principals and deputy principals) took place on 13 February with 29 in attendance. Training for members of Boards of Management on Child Protection and Governance Oversight took place online via the Zoom Platform on 26 November with 87 members in attendance.

In compliance with the Admissions to Schools Act 2018, schools engaged with KCETB as Patron and updated their Admission's Policy, which was implemented across all schools from September 2020.

In supporting the re-opening of schools and attending to the required updates to health and safety procedures, the following supports and training were put in place in schools:

- KCETB COVID-19 Response Plan – adopted by all schools Boards of Management.
- KCETB Return to Education Induction for All Staff – August 2020
- Training for Covid Lead Co-ordinators & Lead Worker Representatives on 24 August and 07 December 2020
- KCETB COVID Training for SNAs delivered on 28 August 2020 and refresher delivered on January 2021
- Briefing on carrying out COVID Risk Assessment for Programme Co-ordinators (TY and LCVP) in Schools – 29 September 2020

Corporate and Financial Governance - A briefing for School Leaders on KCETB's Financial Guidelines took place on 10 December 2020. All our school leaders signed off on Corporate Governance Assurance Document(s) for 2020.

Partnerships with the wider community

Over the course of the year, we have witnessed the fruits of collaboration between schools and our various educational partners. The commitment of all of the partners to the promotion of excellence is to be commended and is demonstrated by the following:

Promotion of the Student Voice –Student Councils in many schools prioritised climate issues in their plan of work for 2020 e.g. introducing recycling systems and the engagement with the Green Flag for Biodiversity. This year many Student Councils also looked at

supporting young people's wellbeing with projects like "How's your Head?" and "Be the I in Kind" campaign. Another popular theme with students in schools was justice and human rights e.g. Supreme Court Justices Ms. Justice Iseult O'Malley and Mr. Justice Peter Charlton addressed Coláiste Pobail Osraí students, while former Governor of Mountjoy Prison Mr. John Lonergan visited Coláiste Mhuire and students of Abbey Community College welcomed Mr. Kevin Hyland (OBE) to speak on the topic of Human Trafficking and Modern-Day Slavery.

Working in Partnership with Parents and the Community – Strong links at school level with parents, saw the active engagement with Parents Associations and the annual election of new officers to Parents Associations.

In 2020 schools transformed the mode of collaborating and communicating with parents and whole school communities in responding to COVID-19 restrictions. Schools enhanced their social media presence in keeping their school community informed during COVID -19 restrictions and of important updates regarding their child/ren's teaching, learning and assessment. Social media was key in promoting schools, and in facilitating schools to showcase initiatives and excellent work. Meetings moved online with virtual/remote Parent Associations and Board of Management Meetings taking place during Level 5 COVID-19 restrictions.

- **Schools as Centres of Excellence** – Many of our schools are involved in collaborative projects that showcase best practice in teaching and learning with other key stakeholders as follows:
 - **School Excellence Fund** –Kilkenny City Vocational School made a successful application for the DoE Investment in Excellence Fund – their project involves working with two primary schools to explore the differences between teaching methodologies used in upper primary school and those used in Junior Cycle post-primary with a particular focus on literacy.
 - **Centre for School Leadership** – a cluster of ETB schools in Carlow (Coláiste Eoin and Tyndall College) and Kilkenny (Grennan College, Duiske College, Coláiste Pobail Osraí, Scoil Aireagail) continue to collaborate on active teaching methodologies and embedding digital literacy respectively. This is supported through the Centre for School Leadership.
 - **Further and Higher Education Links** -Transition Year, Leaving Certificate Vocational Programme (LCVP) and Leaving Certificate Applied (LCA) Programmes promoted stronger links with further and higher education colleges with guest speakers from colleges providing briefings in schools face- to- face pre- March 2020 and virtually during COVID-19 restrictions. Schools also engaged in College Awareness Weeks and virtual visits to College Open Days. Our Further Education Colleges worked with their strategic partners around 'Round Zero' and 'Advanced Entry' links to degree programmes, in particular with IT Carlow, Waterford IT and Carlow College.

A DEIS to FET Forum was established, made up of representatives from DEIS schools and Further Education and Training Services with a common goal of supporting the transition and progression of post-primary students into further education and training. This is a cross directorate forum being jointly chaired by the Director of Schools and the

Director of Further Education and Training. This collaboration saw the development of promotional videos showcasing FET options, our schools attending and participating in a number of Virtual KCETB FET Open days as well as the engagement of our guidance counsellors in a virtual online event looking at progression options available to students and the future skills needs of industry and employment in the region as identified by the South East Regional Skills Forum.

Whether on-site or online, our schools have remained the heart of the community, striving for academic excellence and ensuring the care of our students' wellbeing. The commitment, resilience and dedication of our students and staff is to be commended in a year that brought challenge and change. KCETB schools are inspirational spaces for growth and transformation and 2020 has truly shown that learning is not a place but an activity.

Please visit www.kcetb.ie to access further information on our post-primary schools.

Further Education and Training Directorate

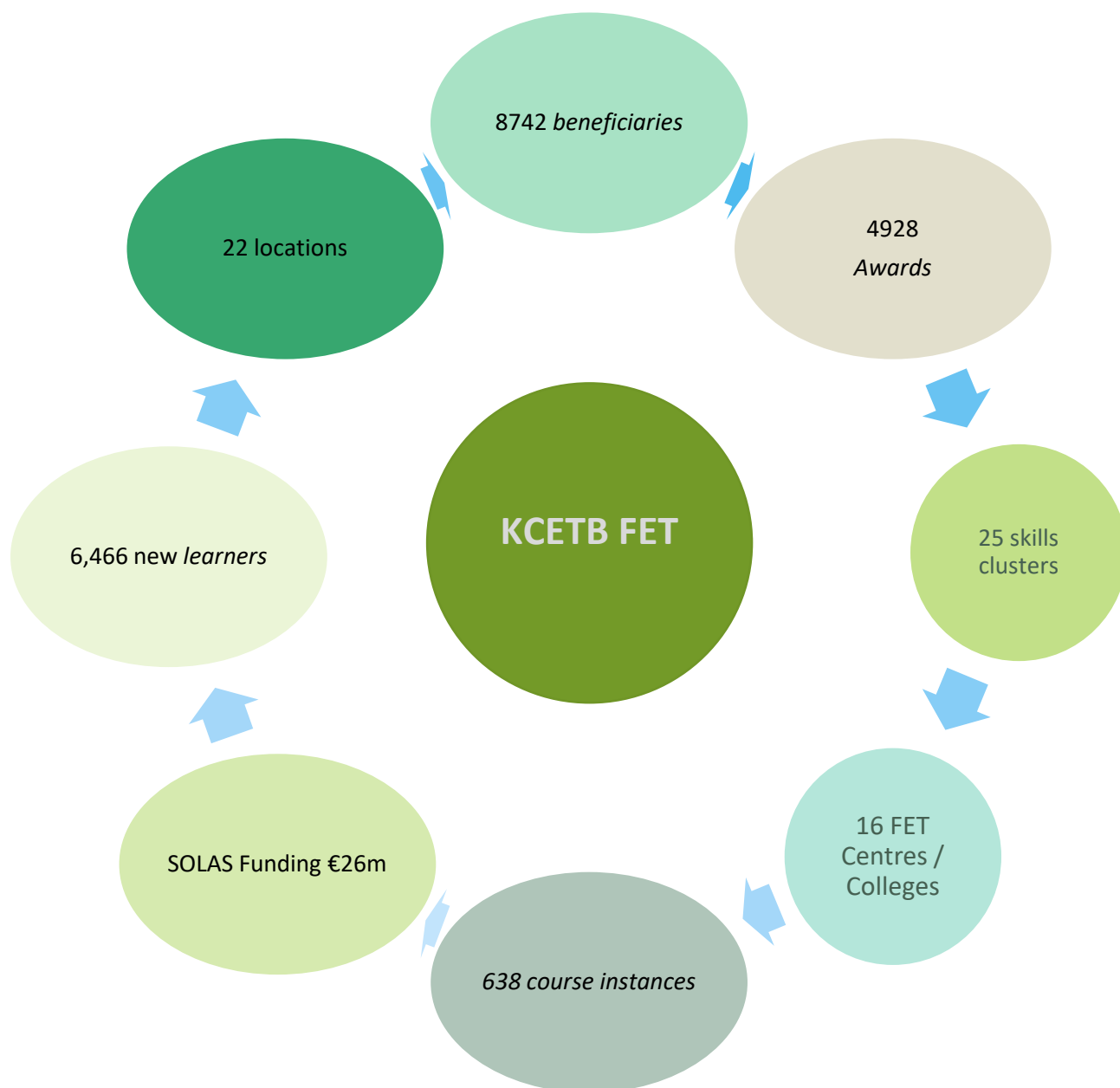
Kilkenny and Carlow Education and Training Board (KCETB) provides a wide range of quality assured diverse Further Education and Training programmes through its FET Centres in Kilkenny and Carlow. Twenty individual programmes are funded through SOLAS, with other initiatives and services funded through DCYA and DoE.

The FET Service offers full-time and part-time programmes accredited by QQI, City and Guilds, CIDESCO, ITEC and other awarding bodies. All courses and programmes are available for learners to browse at www.fetchcourses.ie. The new FET Strategy 2020 – 2024 has underpinned the direction of KCETB's Further Education and Training Service for 2020 and beyond. Active inclusion and equality of opportunity for every learner is central to the core values of Further Education and Training at KCETB. The FET Service continues to prioritise those individuals who are distant from education, training and the labour market and worked with local, regional and national stakeholders to respond to this need across Kilkenny and Carlow.

As the COVID 19 pandemic has affected both those in employment as well as those in Further Education and Training, the new online programmes under the Skills to Compete initiative aimed at assisting those needing new and updated skills to re-enter the workforce. A mixture of online and blended provision targeting new learners and those in employment has enabled the support and reskilling of those who have lower skill levels and who need further support to advance in their working lives. In addition, through the Skills to Advance initiative the FET Service has run specific skills courses for the workforce across both counties for Kilkenny and Carlow.

During 2020, 6466 individual learners attended a KCETB FET course/programme at centres across Kilkenny and Carlow. While COVID 19 impacted on many programmes, advances were made in Technology Enhanced Learning in all centres and in promoting Continuous Professional Development opportunities for staff. Significant progress was also made in developing our quality assurance framework and processes and in our supports to learners.

FET 2020 in Numbers



FET 2020 Highlights

The **Mitigating Against Educational Disadvantage Fund** saw 5 groups receive funding through KCETB to assist in sustaining learners' engagement in education and training. €27320 was awarded. Amarach Nua CE Scheme, An Gairdin Beo, Kingsriver Community, SOS Kilkenny and Camphill (The Watergarden) all received funding in late 2020 to work with adults to mitigate against exclusion during the COVID pandemic. This additional fund from SOLAS provided opportunities to access other services remotely, to enhance and promote social interaction.

An additional SOLAS Technology Enhanced Learning grant of €171500 allowed KCETB to purchase devices for FET learners. Every learner who applied for a device on loan received one during the last quarter of 2020. All staff were offered ICT upskilling opportunities on MS Teams to assist with remote teaching and learning.

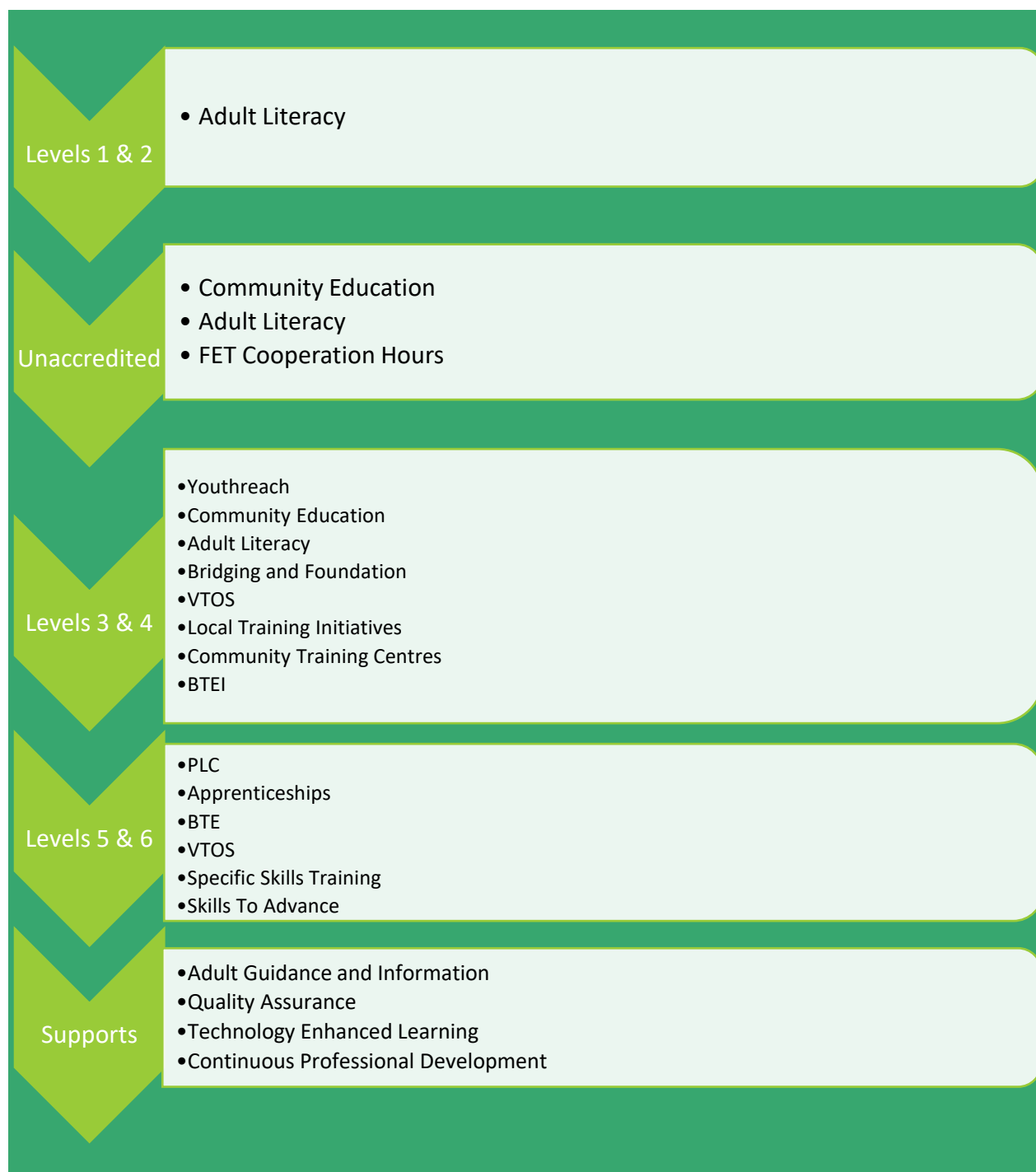
The Refugee Protection Programmes continued in 2020 with 151 learners participating on ESOL programmes in Tullow, Carlow, Urlingford, Rosbercon, Thomastown and Kilkenny. In addition to this, 84 additional learners participated on the Refugee Resettlement programmes in Bagenalstown, Tullow, Carlow, Callan, Piltown, Thomastown, Ferrybank and Kilkenny.

Step Up and Grow Management Development Programme. KCETB collaborated with WWETB, and TETB to offer a regional approach to supporting the upskilling/reskilling needs of local business. This initiative is funded through the Skills to Advance initiative and each ETB worked with a number of businesses in their area. A benchmarking tool was used to support the SMEs to identify areas for growth and development in training within their companies.

A number of **DEIS TO FET Open Days** were undertaken virtually in November and December. Potential learners were provided with a virtual tour of FET options followed by a Q&A session. The video along with other promotional clips of FET in KCETB have been circulated to all schools and centres and is available on YouTube.

Over 700 learners partook in **Skills to Compete** programmes during 2020, with most taking place in the autumn. BTEI and Specific Skills Training offered short modular programmes to those displaced by COVID 19. Approximately 175 learners participated on programmes for employees under **Skills to Advance**, and an additional 57 employees participated on Skills for Work programmes throughout the two counties.

FET Centres and Programmes



All actions set out in the **2020 Quality Improvement Plan** were completed. One major action was the completion of the KCETB FET Assessment policy which was implemented by all FET centres from September. The Programme Validation Group was formed and will be part of the governance layer for developing new programmes for approval and validation. All accredited Healthcare Programmes were evaluated in 2020. A Steering Group to oversee

the 2021 Inaugural Review was established and includes representation from KCETB, South East Regional Skills Forum, Carlow IOT and an independent FET expert. A virtual presentation on QA for all stakeholders has been developed. This work will continue in 2021.

During 2020 the supports offered by the **Technology Enhanced Learning and Professional Development Service** have advanced the expertise and professionalism of FET staff by developing a strong learning culture within the organisation. In 2020, 90 training events were organised centrally with an attendance of 3460 staff. There were 10,494 visits to the newly established Professional Development Portal. As well as dedicated ICT training throughout the year, other CPD sessions included the Magenta Principles, GDPR, Child and Adult Safeguarding, First Aid, Covid Response Planning, Assessment Policy, Zoomergisers.

Organisation Support & Development (OSD) Directorate

The role of organisation support and development (OSD) is to manage and deliver the organisational and strategic functions of KCETB.

The OSD Directorate is comprised of the Corporate Services, Finance, Human Resources and ICT departments. OSD has contributed to KCETB achieving its strategic goals and objectives and ensuring that all KCETB services meet the highest quality standards.

The OSD Director, as Chief Risk Officer and in co-operation with the Chief Executive, is responsible for the co-ordination of risk management, governance, compliance and internal control across the organisation.

The achievement of objectives include the following during 2020:

Support all KCETB staff to perform their roles to the highest professional standards	<ul style="list-style-type: none"> • Staff wellbeing programmes available to all staff • Governance, financial management and risk management briefings provided to staff • Business Continuity Plan and COVID-19 Response Plans implemented in conjunction with all staff • Remote Working arrangements implemented to facilitate staff performing their roles to the highest possible standards during remote working and blended rota working
Implement high standards of governance throughout KCETB's services	<ul style="list-style-type: none"> • Governance and risk management briefings provided to staff • Implementation of Risk Management Policy and Implementation Plan • Development of policies and procedures • Early sign-off of 2020 accounts • Updating and active maintenance of Risk Register • Development and implementation of Corporate Procurement Plan
Create and maintain quality working and learning environments in all KCETB offices, schools and centres	<ul style="list-style-type: none"> • Capital Projects <ul style="list-style-type: none"> ○ Additional accommodation at Coláiste Mhuire ○ Emergency COVID-19 works at all schools

	<ul style="list-style-type: none"> • Active review of current leases to ensure value for money and suitable accommodation requirements • Developments in ICT infrastructure to provide upgraded ICT capacity for virtual services and remote working
Implement support systems to ensure that schools, centres and programmes meet all their relevant quality assurance requirements	<ul style="list-style-type: none"> • Head office support to schools and centres re: HR, Finance and Corporate Services, ICT
Review organisational performance against best practice models, national and international	<ul style="list-style-type: none"> • Best practice national and sectoral standards of recruitment implemented • Commencement of transition to Payroll Shared Services • Oversight Agreement and Performance Delivery Agreement Review with the Department of Education
Increase the use of ICT within KCETB to enhance the quality of service	<ul style="list-style-type: none"> • Provision of ICT systems, equipment and training to facilitate virtual services and remote working. • Development of internal ICT systems in preparation for transition to Payroll Shared Services
Collaboration with DoE, ETBI and other ETBs	<ul style="list-style-type: none"> • Sharing of knowledge, policies and procedures to facilitate best practice across the sector



etb

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