



Kilkenny and Carlow Education and Training Board
Minutes
5 July 2022

Date: 5 July 2022
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: Adrienne Wallace, Tomás Breathnach, Fergal Browne, Jenny O'Regan Byrne, Caitlín Mhic Cárthaigh, Mary Hilda Cavanagh, Laura Conheady, Deirdre Cullen, Andrea Dalton, Eamonn Doheny, Fidelis Doherty, Ger Frisby, John Hurley, Matthew Kenny, Thomas Kinsella, Clare Ryan

Also in attendance: Chief Executive Eileen Curtis; Director of Further Education and Training Martha Bolger; Director of Schools Pauline Egan, Director of Organisation Support and Development Liam Scott
Executive support Amy Deering

Apologies: Carmel Boyle, Peter Cleere, Michael Delaney, Noel Phelan, Patrick O'Neill

Vice Chairperson Mary Hilda Cavanagh presided at the meeting

1. Conflict of Interest

At the start of the meeting, the Chairperson reminded members about procedures for dealing with any potential conflict of interest arising during a board meeting:

The ETB Act of 2013 and the Code of Governance (2019) both state that a member of an ETB board must absent himself/herself when the board is deliberating or deciding on matters in which that member has an interest. He/she should not take any part in any deliberation of the board relating to the matter, should not influence, or seek to



influence, a decision to be made in relation to the matter and should not vote on a decision relating to the matter.

2. Condolences and congratulations

Condolences were extended to those recently bereaved.

3. Minutes of board meeting held on 17 May 2022

The minutes of the meeting held on 17 May 2022 had been circulated to board members in advance (Document 050722 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Ger Frisby, seconded by Deirdre Cullen and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 17 May 2022.

4. Matters arising from minutes

No matters arising.

5. Correspondence

Department of Education Circular Letters – to be implemented

- 0032/2022-Prescribed Material for the Junior Cycle Examinations in 2024 and the Leaving Certificate Examinations in 2024
- 0033/2022-Permanent extension of the Employee Assistance Service (EAS) to all school staff employed in recognised primary and post-primary schools
- 0034/2022-Cost Limits for Post-primary School Buildings
- 0035/2022-Special Needs Assistant Allocation 2022/23
- 0038/2022-Coronavirus (COVID-19): Updated Working Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary schools
- 0039/2022-Coronavirus (COVID-19): Updated Working Arrangements for Staff Other Than Teachers and Special Needs Assistants employed in Education and Training Boards
- 0040/2022-COVID-19: Working Arrangements for Certain Higher Risk employees of Recognised Primary and Post Primary schools in the Free Education Scheme and of ETBs, Employed Using Grant Funding for the 2022/23 school year
- 0041/2022-Revision of Working Hours in ETBs: Implementation of the Independent Hours Body Recommendations in relation to the Haddington Road Agreement Hours for ETB Employees other than Teachers, SNAs and Tutors



- 0043/2022-Allocation of Assistant Principal Posts 2022/2023
- 0046/2022-Home Tuition Grant Scheme 2022/2023 Special Education Component

Other Departmental correspondence – for information

- DoE- Sign Off on 2021 Annual Report and Chairperson's Comprehensive Report
- DCEDIY-Youth Capital Funding Scheme 2022 for staff led Youth Services and Youth Clubs
- DCEDIY- LYCGS 2022 Payment Letter

Other correspondence

- SOLAS- Apprenticeship Training Capacity at Purcellsinch
- ETBI- Save the Date- ETBI Annual Conference
- ETBI – Save the Date – ETBI AGM

6. Chief Executive's Report

Chief Executive Eileen Curtis presented the Chief Executive report:

6.1 Corporate Governance and Administration

The Business Continuity Planning Group continues to meet on a quarterly basis to support continuity of service provision. The academic year concluded smoothly for students with the welcome return of face-to-face end of year celebrations, exhibitions and graduations. The Leaving Certificate Examinations have concluded in all our schools and centres without incident and congratulations is extended to all involved.

In addition, examinations and assessments have concluded in FET services and learners are wished well as they progress to other opportunities.

Sincerest gratitude is extended to all our staff for their work throughout the year.

Annual Report/Chairperson's Comprehensive Report

The Department of Education have confirmed sign-off on the 2021 report.

Ukrainian Refugees

The Regional Education and Language Team (REALT) continues to meet to support the provision of education services to Ukrainian refugees.

At the end of June there were 72 students enrolled in primary and post-primary schools in Carlow and 90 in Kilkenny. Based on the geomapping data from the DE there is sufficient capacity available in both counties.



Tyndall College and Kilkenny City Vocational School are running summer programmes for Ukrainian students as are a number of primary schools in both counties.

KCETB is seeking to establish an EAL/ESOL pool of teachers/tutors for schools and FET to provide language support in the next academic year.

The FET Service, through the Adult Guidance and Adult Learning Services, continue to access significant numbers of adult students and to provide English Language classes at a number of locations in both counties. To date 315 learners have accessed ESOL classes, 150 in Carlow and 165 in Kilkenny. Grants have been provided to a number of local youth services to support the provision of activities with language support for teenagers during the summer. Planning for the next academic year is ongoing.

KCETB Newsletter

A copy of the eNewsletter has been circulated to members and illustrates the board range of activities in which KCETB is involved.

QQI Review Report 2021

The final report on the QQI Statutory Inaugural Review which took place in December 2021 has been received and is available on the KCETB website. The report, through its commendations and recommendations, affirms the work done to date and identifies areas for further development. Congratulations is extended to all of the staff who have been involved in the project.

Infrastructural Projects

The opening of the extension at Grennan College took place on 20 May. A further application has been made to the DE for Additional Accommodation following the allocation of a special class to the school.

6.2 Schools

Director of Schools Pauline Egan presented the following report:

Teaching and Learning

- The academic year concluded on 3 June for students with the completion of assessments for 1st, 2nd, 4th and 5th year students which took place the last two weeks of May. Students and staff are congratulated on their efforts throughout the academic year.



- The month of May saw the welcome return of in-person events such as Transition Year and 6th Year Graduations, together with Student Awards Events in schools.
- Junior Cycle and Leaving Certificate exams 2022 have now concluded in all our schools. All students are to be congratulated and we wish all students leaving school well on their educational journey. The date for the Leaving Certificate results has been announced for 2 September 2022.
- Tyndall College and Kilkenny City Vocational School will facilitate the State Examinations Commission with the second sitting of the state exams in July for all those who through contracting COVID-19 or through bereavement were unable to sit any original scheduled exam papers.
- Tyndall College and Kilkenny City Vocational School are running Summer Programmes this year which will cater for Ukrainian students enrolled in their schools.

Professional Learning

- Teachers attended the ETBI Middle Leaders Summer School ***Nurturing Leadership for a Changing Work*** in University of Limerick on 22 – 24 June.
- Planning is underway for teaching and learning pedagogical approaches for the academic year 2022/23.
- CPD was provided for SNA's on Restorative Practices, Management of Actual or Potential Aggression (MAPA) and supporting students with assisted technology.

CPD/ Professional Learning programmes for all our SNAs were delivered during June as follows:

- **Introduction to Restorative Practices for SNAs**, Certified by Childhood Development Initiative - (12 hour programme)
- **Management of Actual or Potential Aggression (MAPA)**, Certified by Crisis Prevention Institute (CPI) (2 day programme)
- **Supporting Students with Assisted Technology (AT)** - Delivered as part Enabling Transitions AT programme with SETU (South East Technological University) (3 hour programme)

Governance and Management of Schools

- School Finance/Budget Meetings have taken place on M.S. Teams.
- 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 2022. The following Admissions policies are for ETB confirmation:

- Abbey Community College
- Borris Vocational School
- Coláiste Aindriú
- Coláiste Cois Siúire
- Coláiste Eoin
- Coláiste Mhuire
- Coláiste Pobail Osarí
- Duiske College
- Gaelcholáiste Cheatharlach
- Grennan College
- Kilkenny City Vocational School
- Scoil Aireagail
- Tyndall College

Planning for the 2022/2023 school year is ongoing.

- The recruitment process for teaching positions for the 2022/23 academic year is nearing completion
- Minor Works – these works will take place over the summer and will include upgrades to teaching and learning spaces e.g. replacement furniture and flooring.

6.3 Further Education and Training

Director of FET Martha Bolger presented the following report:

Governance and Management

ARTS & CULTURE Community Grant: 58 community and voluntary groups applied for funding for an Arts and Culture Grant. €66,346.66 in applications were appraised and to date over 50 groups have been successful in securing funding.

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|---------------------------------------|--------------------------|
| ➤ Acorn Project | ➤ BEAM |
| ➤ Amarach Nua | ➤ Callan Tidy Towns |
| ➤ Amber Women's Refuge | ➤ Carlow Day Care Centre |
| ➤ ASD Parents Support Newtwork | ➤ Cois Nore |
| ➤ Bagenalstown FRC | ➤ Deenvview |
| ➤ Ballon Business & Training Services | ➤ Dolmen Artists |



- Family Carers Ireland
- Ferrybank Allotment Project
- Ferrybank Patchwork & Textile Group
- Forward Steps FRC
- Graignamanagh Library
- Glenmore Community Centre
- South Midlands Branch – Irish Patchwork Society
- IWA – Kilkenny and Callan
- Kilkenny Community Orchestra
- Kilkenny Libraries – Kilkenny, Loughboy, Thomastown and Ferrybank
- Kilkenny Steiner Parents
- Killoughternane Art Group
- La Nua
- St Francis Farm
- The Mill FRC
- Naomh Aodhan
- NLN Carlow
- Rathgall Painters
- St Canices Neighbourhood Hall
- Ballyconnell ICA
- Slieverue Active Retirement
- SOS Kilkenny
- St Lukes Hospital
- TASK
- Tinryland ICA
- Volunteer Centre, Kilkenny
- Westcourt Community Growers
- Windgap Community Development

Teaching and Learning

Learner Achievement Events were held in Kilkenny and Carlow on May 31. The events were a celebration of learning across all Adult Education centres. Youthreach Kilkenny also hosted an awards afternoon and a number of exhibitions showcasing learner's work have also occurred.

Learner End of Course Feedback: This year KCETB surveyed FET learners who completed a course with us. This was initiated and overseen by the QA Public Information and Communications Group – learner feedback and capturing the learner voice is important to all of us and the PI&C group targeted learners to ascertain this.

Quality Assurance: Two Results Approval Meetings occurred at the end of May. The in person meeting included CIFET, OCFE, VTOS Kilkenny and Carlow and Community Education. All External Authenticators were extremely positive in their comments regarding learner work, assessment and grading.

- 547 learners were submitted for Major Awards (424 in QQI awards and 123 in non QQI awards).
- 342 learners were submitted for Minor Awards (322 in QQI awards and 20 in non QQI awards)

Adult Literacy Carlow: Towards a Literacy Friendly County. This report was launched on Friday 17 June. The Right to Read is one of the main strategic programmes of the National Public Library



Strategy. This programme is delivered through Carlow County Council with Carlow County Library Service as the lead agency.

The aim of the network is to promote and improve literacy supports in Carlow. The purpose of the research was to map a route to raise awareness about adult literacy needs in County Carlow. KCETB and Carlow Library will be working to highlight awareness of the Adult Learning opportunities in Carlow and KCETB will provide funding and support to those requiring classes.

Other:

UBU GRANTS. Funding was awarded through the following grants:

LYCGS 2022

Total Amount allocated for 2022 to 25 Youth Clubs	€77,710
Total Cost of advertising:	€857.17
Balance for Allocation:	€76852.83
Total grants allocated:	€76,852.83

Capital Grant 2022

Total Funding Available:	€46,392
<i>Projects recommended for funding:</i>	
Gateway UBU Project:	€15,322.50
Carlow Town UBU Project:	€26,261.87
Carlow Traveller Project:	€4,807.63
Total Grants Allocated:	€46,392

Overview of ESOL Provision for Ukrainian Learners – Current Situation

Numbers of Learners currently accessing ESOL Classes

Carlow	150
Kilkenny	165
Total	315

Format of ESOL Tuition

Face to Face (Ukrainian only)	Onsite at Group Location
Face to Face (integrated provision)	Onsite at Adult Learning Service (Carlow and Kilkenny centres) – day and evening provision

Group Locations

Carlow	Kilkenny
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Ballon Community Hall, Carlow county	Clone House B&B Ballyragget, Kilkenny county
Dolmen Hall B&B, Carlow town	Springhill Hotel, Kilkenny city
Ewings Bar and Accommodation, Carlow town	St. John of God Convent, Kilkenny city
Greene Lane B&B, Carlow town	Tower and Castle, Kilkenny city
Lennon House, Carlow College, Carlow town	
Redsetter B&B, Carlow town	

Summer Programme

ESOL Summer Programme is in place and classes will run throughout the Summer

Numbers of Clients who had an initial meeting with a Guidance Counsellor

Carlow	220
Kilkenny	283
Total	503

6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

Human Resources

Recruitment

The bulk of teaching recruitment has now taken place in respect of 2022-2023 academic year. Selection Board interviews are taking place in-person. Recruitment is also ongoing for a number of leadership positions.

A panel for ESOL/IT Tutors has been advertised.

A panel for EAL (English as an Additional Language) Teachers for 2022-2023 to support Ukrainian students in our schools has been advertised.

A Clerical Officer Panel has been created in respect of vacancies that may arise.

Corporate Services

Leases



- **Unit 1B Burrin Street, Carlow CW BTEI. Renewal of lease – Period of cover 01.12.22 – 30.11.23**
- **Burrin Street, Carlow (BTEI, Carlow) CW Comm Ed / Youth Office Renewal of lease – Period of cover 01.01.23 – 31.12.23**
- **1A Burrin Street, Carlow CW Adult Guidance. Term of Lease – 01.01.23 – 31.12.23**
- **VTOS Kilkenny. Term of Lease - 01.01.23 to 31.12.23**

Capital Projects

1. **Grennan College, Thomastown**
 - a. Competition has been re-tendered with a revised closing date.
 - b. An application for a new extension to Grennan College has been submitted to the Additional Accommodation section. We are awaiting an update on same.
2. **Borris Vocational School** – Initial Design Team meeting was held on June 29.
3. **Kilkenny Schools Campus** – Further information was submitted to Kilkenny County Council and a decision on the planning application is due in early July.
4. **Gaelcholáiste Cheatharlach** - The preferred design option has been identified and the Design Team is preparing Stage 1 documentation.
5. **Coláiste Mhuire, Johnstown**-The design team is developing options for additional accommodation and the next meeting is scheduled for August.
6. **Coláiste Eoin, Hackettstown**- The construction tenders for major roof repairs under the Summer Works Scheme is currently being evaluated by the KCETB appointed Design Team.
7. **Scoil Aireagail, Ballyhale**
 - a. Planning permission is to be submitted shortly for the new school extension.
 - b. The contractor to provide electrical upgrades under the Summer Works Scheme has been appointed and works will commence shortly.
8. **Coláiste Cois Siúire, Mooncoin**- KCETB are awaiting a decision from the DE regarding a request to increase the scope of the works.
9. **Duiske College, Graiguenamanagh**-The consultant is preparing plans for the replacement of pre-fabs. The FSC and DAC have been submitted to Kilkenny County Council and we are awaiting a decision on same.
10. **FET Infrastructure Programme**
 - a. Building condition surveys have been received for Ormonde College and Grennan Equestrian Centre.
11. **FET Training Services**
 - a. Approval to proceed to design and planning for 2 no. Electrical Workshops and associated facilities for apprenticeships at Purcellsinch has been received from SOLAS.



- b. Planning permission has been received for the provision of additional apprenticeship training facilities at Purcellsinch. A competition for the appointment of a Design Team is currently underway.

Finance

The income and expenditure report from April-May 2022 was presented.

7. Risk Management

KCETB Risk Registers

- a. The Covid-19 Risk Register continues to operate and complement the Risk Register during the Covid-19 pandemic.
- b. KCETB Risk Registers have been updated at the May EMT
- c. ICT/Cyber Security and Health and Safety are two ongoing high-risk areas.

Business Continuity

Business Continuity has been successfully managed during the COVID pandemic and meetings of the Business Continuity Plan Committee are scheduled on a quarterly basis.

HSA Site Inspection

The HSA carried out a Site Inspection visit to KCETB on Tuesday 21 June.

- The HSA undertook a corporate review which included analysis of the H&S statements and the process for determining the statements.

Internal Audit

- a) An Internal Audit on Covid Finance has commenced
- b) An internal Audit on Payroll HR is to commence in July

Governance and Management

Policy Management

The following policy is presented to the Board:

- Right to Disconnect

8. Nominations to ETBI AGM/ Conference/ETBI Reserve Members Forum

ETBI AGM



Seeking the nomination of up to five voting delegates for the AGM on-line on 21 September at 12.30. All other members may attend on-line also if they wish

The following members were nominated:

1. Mary Hilda Cavanagh
2. Ger Frisby
3. Deirdre Cullen
4. Peter Cleere

ETBI Annual Conference

ETBI Annual Conference is taking place in Mount Wolseley on 28/29 September 2022. Seeking the nomination of up to five delegates to the conference.

The following members were nominated:

1. Mary Hilda Cavanagh
2. Ger Frisby
3. Deirdre Cullen
4. Peter Cleere

It was agreed to circulate correspondence to members to seek a further delegate.

ETBI Reserve Members Forum

Seeking a nomination of one member to the ETBI Reserve Members Forum for the remainder of the board term.

The following member was nominated:

1. Mary Hilda Cavanagh

The above nominations were proposed by Ger Frisby, seconded by Fergal Browne and agreed.

9. (a) Minutes and Reports of Committees, and Boards of Management- for information

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

9. (b) Report from ETBI Reserve Members Forum

Ger Frisby provided a report from the latest ETBI Reserve Members forum meeting

9. (c) Report from Finance Committee

No meeting held since the last meeting of the Board

9. (d) Report from Audit and Risk Committee

No meeting held since the last meeting of the Board



10. Matters for approval, adoption or confirmation by the Board

050722– KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 17 May 2022. The minutes will be published online.

Correspondence received and noted.

050722 - KCETB 02 Chief Executive's Report

For adoption, including confirmation of school admissions policy for all our schools for implementation from September 2022.

050722 - KCETB 03 Corporate Services

Approve leases

050722 - KCETB 04 Finance

For approval

050722 - KCETB 05 Risk Management

For approval/adoption/noting.

050722 - KCETB 06 Report of Committees

For information – BOM minutes

Unless stated previously the above items were adopted by the board as proposed by Deirdre Cullen, seconded by Tomás Breathnach and agreed.

11. Other Business with prior permission of the Chair

12. Date of next meeting

Tuesday 4 October 2022 at 3.30pm

13. QQI Statutory Review Presentation

Presentation on QQI Statutory Review Report from Martha Bolger, FET Director and Sarah Barron, Adult Education Officer

Signed: Jugal Browne
Chairperson
NCFTB

Date:

4/10/22