

Kilkenny and Carlow Education and Training Board
Minutes
17 May 2022

Date: 17 May 2022
Time: 3.30pm
Venue: Seville Lodge/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: Carmel Boyle, Tomás Breathnach, Fergal Browne, Jenny O'Regan Byrne, Caitlín Mhic Cárthaigh, Mary Hilda Cavanagh, Peter Cleere, Laura Conheady, Deirdre Cullen, Andrea Dalton, Eamonn Doheny, Ger Frisby, John Hurley, Matthew Kenny, Noel Phelan, Clare Ryan, Patrick O'Neill

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: Michael Delaney, Fidelis Doherty, Thomas Kinsella, Adrienne Wallace

Chairperson Peter Cleere presided at the meeting

1. Conflict of Interest

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

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



kcetb

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

2. Condolences and congratulations

Condolences were extended to those recently bereaved.

3. Minutes of board meeting held on 22 March 2022

The minutes of the meeting held on 22 March 2022 had been circulated to board members in advance (Document 170522 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Ger Frisby, seconded by Fergal Browne and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 22 March 2022.

4. Matters arising from minutes

No matters arising.

5. Correspondence

Department of Education Circular Letters – to be implemented

- 0014/2022 - Prescribed material for Junior Cycle English
- 0015/2022 - Revision of salaries of certain grades other than Teachers and SNAs employed by ETBs with effect from 1 February 2022
- 0016/2022 - Employment of 3rd and 4th Year Undergraduate Student Teachers and application of the '5 Day Rule'
- 0019/2022 - DEIS identification 2022: Appeals process for schools
- 0021/2022 - Special Education Teaching Allocation 2022/23 (post primary)
- 0024/2022 - Staffing arrangements in Education and Training Boards for the 2022/23 school year
- 0027/2022 - Grant Scheme for ICT Infrastructure – 2021/2022 School Year
- 0030/2022 - Arrangements for Inspectorate Engagement with Post-Primary Schools - April to June 2022
- 0031/2022 - Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2022/2023 school year

Other Departmental correspondence – for information

- Department of Education- Service Plan 2022-Sign off
- Department of Education- Regional Education and Language Teams (REALT)
- Department of Education- Publication of KCETB Financial Statements 2020
- DCEDIY- Youth Capital Funding Scheme 2022



- DCEDIY- UBU Resilience and Effectiveness Allocation 2022

Other correspondence

- SOLAS- Antigen Tests Allocation 2022
- SOLAS- Devolved Capital Funding Allocation 2022
- SOLAS – Notification of Approved Funding 2022
- IPB Insurance- Notice of Annual General Meeting

6. Chief Executive's Report

Chief Executive Eileen Curtis presented the Chief Executive report:

6.1 Corporate Governance and Administration

Response to Ukrainian Refuges

Each ETB has been given a co-ordinating role in relation to the provision of education services for Ukrainian refugees.

A Regional Education and Language Team (REALT) has been established comprised of representatives from school support services including NCSE, TESS, school transport and school management bodies to promote a co-ordinated approach to the education needs of the Ukrainian families.

An interim REALT Co-Ordinator, Madailin Mhic Lochlainn has been appointed to co-ordinate the process and attend meetings of the local authority coordinating bodies in both Kilkenny and Carlow.

At 6 May there were 111 students enrolled in primary and post primary schools, 44 in Carlow and 67 in Kilkenny with the location of accommodation impacting on school placements. To date all requests for school places have been responded to in both counties.

The FET Service, through the Adult Guidance and Adult Learning Services in both counties have assessed significant numbers of adult students and the provision of English language classes has commenced at a number of locations in both counties. There is ongoing liaison with the DE and DFHERIS in regard to regular information briefings and updates. The youth services will support programmes for your people during the summer period.

Annual Financial Statements 2021

Following their adoption by the Board the 2021 financial statements were submitted in the required format and on time.



FET Approved Funding 2022

SOLAS has approved a budget allocation of € 26.5 million for the year and this is in line with the funding requirements set out in our FAR4 funding report for the ETB. A meeting to discuss same took place on 14 April.

6.2 Schools

Director of Schools Pauline Egan presented the following report:

Teaching and Learning

The focus in schools has turned to planning for assessment with in-house assessments for 1st, 2nd, 4th and 5th year students taking place the last two weeks of May.

State Examinations

There is a welcome return to the traditional leaving certificate, with practical examinations having now taken place in schools. The written examinations begin on Wednesday 8 June.

All students are wished well in their assessments and all students leaving school are wished well on their educational journey. Students and staff were congratulated on their efforts throughout the academic year.

Digital Strategy for Schools

The focus has moved to planning for the 2022/23 academic year with the purchasing of ICT equipment and devices. There will be continued promotion of digital learning in the classroom and embedding of Technology Enhanced Learning (TEL) practices.

KCETB Ethos Showcase

An ethos showcase celebrating the projects, that our schools have undertaken to raise student awareness of our ethos and core values took place on 10 May hosted in Borris Vocational School. Students presented on the projects that they had undertaken to promote their school's core values of Excellence in Education, Care, Equality, Community and Respect.

While our schools may have unique characteristics and identities, regardless of differences, we have come to develop a shared language and understanding of what our ethos is and how our values are expressed.

Students and staff are to be commended for the high standard of presentations on the day.



Professional Learning

Our Principals and Deputy Principals attended the ETBI Principals and Deputy Principals' Conference on 4 and 5 May.

Certificate in Restorative Practice - This online programme concluded on 27 April and was a collaboration between Kilkenny and Carlow ETB and the Institute of Technology Carlow. The programme required participants to engage around the core principles of implementing restorative practice at school level and in sharing the learning with their colleagues. 25 participants completed the programme and feedback has been hugely positive.

A third iteration of the Certificate in Restorative Practice will run during the academic year 2022/23.

KCETB LEADERSHIP DEVELOPMENT PROGRAMME 2021/22.

This programme delivered by Dr. Joe O' Connell, aimed at building the leadership capacity of the Assistant Principal (AP1) teams in our schools to support and work collaboratively with principals and deputies, continued during this term. We have been delighted with the commitment of our schools/colleges to engage with this programme. The leadership programme will continue to be run in schools/colleges for the coming academic year 2022/23.

Governance and Management of Schools

Inspectorate Engagement with schools:

CL 0030/2022 has issued from the Inspectorate with respect to its engagement with schools for term 3.

Incidental inspections - During the April to May 2022 term, the Inspectorate will continue to quality assure educational provision for students through incidental inspections and will continue to monitor the extent to which schools are implementing the Anti-Bullying Procedures for Primary and Post-primary Schools (2013). *Other Inspections that may take place include:* Child protection and safeguarding inspections (CPSI), Evaluations of provision for students with special educational needs; Follow-through inspections to monitor the implementation of recommendations arising from previous inspections and Advisory visits.

The following Incidental Inspections have taken place in schools:

Grennan College on 16 February 2022

Tyndall College on 17 February 2022 – Special Education Needs

Coláiste Mhuire on 15 March 2022- Special Education Needs

- Boards of Management - Our schools are preparing updates to their Admissions Policy.



- **Curricular Planning for the 2022/2023 year** - Our second level schools submitted curricular appeals applications to the Department of Education.
- The recruitment process for teaching positions for the 2022/23 academic year has commenced.
- **Finance - School Budget/Finance meetings** are taking place on MS Teams.

6.3 Further Education and Training

Director of FET Martha Bolger presented the following report:

Governance and Management

SOLAS Capital Call: KCETB submitted three capital applications to SOLAS on April 8. As part of the FET College of the Future call for projects, a Strategic Assessment Report was submitted for a FET College Campus in Kilkenny. Two other smaller proposals under the Strategic Infrastructure Upgrade Fund for accessibility and other upgrades to the building at Ormonde College and new classrooms and health and safety works at Grennan Equestrian Centre.

SOLAS Strategic Dialogue: Took place on 5 April. Attended by Andrew Brownlee, Nessa White and other SOLAS representatives. The meeting focused on:

- Reflection on the Strategic Performance Agreement 2018 – 2020
- Transforming Learning – Fostering Inclusion
- Transforming Learning – Building Skills
- Transforming Learning – Creating Pathways
- Enabling Themes:
 - Staffing
 - Learner Performance and Supports
 - Digital Transformations
 - Capital Infrastructure

Over the 3.5 hours reflections from the last three years, the pandemic and supporting vulnerable learners were discussed, as well as aspirations for 2022 and the FET Strategy.

ESF Upload: The ESF Managing Authority have requested that each ETB submit updated ESF non-financial participant data declarations to e-Cohesion. Declarations are required for each of the following programmes/activities:



PROGRAMME / ACTIVITY:	Declaration Period:
Adult Literacy	2017-2019
Back to Education Initiative	2017-2019
ETB Training for the Unemployed (SST, Bridging, Traineeship)	2017-2019
Youthreach YEI (Priority 4)	2017
Youthreach (Priority 2)	2017-2019
Community Training Centres	2017-2018

KCETB FET Centres completed the upload by 22 April.

Teaching and Learning.

QA: The QQI Report from the Inaugural Review is awaited and will be published once received. Once published we will have a number of weeks to formally agree an action plan in response to the recommendations and this will also be published.

State Exams and Assessments: Learners are currently completing assessments in FET Centres. External authenticators are attending centres in person for the first time since 2019. QQI awards will be submitted on 12 June. Learners in Youthreach are also preparing for the Leaving Certificate and Leaving Cert Applied. We wish them well as they work towards achieving their chosen awards and future progression.

Other:

UBU Your Place Your Space: DCEDIY have approved both the APNASR and Service Requirement submitted for the new service in Bagenalstown for entry into the UBU scheme. A Call for Service was conducted in Quarter One and Carlow Regional Youth Services were successful in their application to KCETB to deliver the new UBU service in Bagenalstown. This was considered by the Youth Co-ordination group on 13 May last and it is being recommended to DCEDIY that CRYSS deliver the new service. This new service will be up and running in Quarter 3.

- Under a Resilience and Effectiveness Fund, both Carlow Regional Youth Service and Ossory Youth were successful in their applications.
- Under a Youth Workers Health and Wellbeing Grant both Carlow Regional Youth Service and Ossory Youth were successful in their applications.

6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

Human Resources



Recruitment

- Teacher recruitment for the 2022-2023 academic year has commenced. Selection Board interviews are taking place in-person.
- Contracts of Indefinite Duration and additional CIDs have been issued to all relevant teaching staff.
- Job Sharing and Career Break applications have been processed and letters issued for the 2022-2023 academic year.

Appointments

- Michelle Butler has been appointed as Project Officer in Training Services
- Alma Feeley has been appointed as Administrative Officer in Corporate Services.

Wellness Seminars

Kilkenny and Carlow ETB in partnership with spectrum.life are currently providing staff with the following wellness seminars delivered by qualified and experienced mental health professionals.

- Small Steps to Self-Care
- Conflict Resolution
- Mind Full or Mindful
- Building Resilience
- Stepping up to Management
- The Psychology of Healthy Eating
- Promoting Productivity
- Beating Burnout
- Managing Stress and Making Changes

Each seminar is available on KCETB's website for a limited period of time for those unable to attend the live events.

Corporate Services

Leases

- **Scoil Aireagail:** Registration of lands adjacent to Scoil Aireagail to provide rectification of land boundary
- **Scoil Aireagail, Ballyhale,** Use of field from Carmelite Friars. **Term of Lease - 01.09.2022 to 31.08.2023**
- **Youthreach Carlow/Carlow Adult Learning, Tullow Road, Carlow.** **Term of Lease – 05.09.2022 to 04.09.2023**
- **VTOS Carlow, Granby Row, Carlow.** **Term of Lease –01.09.2022 to 31.08.2023**

Capital Projects

1. **Grennan College, Thomastown** – a new heating system is being provided under Emergency Works.
2. **Borris Vocational School** – the design team is scheduled for appointment in June.
3. **Kilkenny Schools Campus** – The design team is finalising the response for the further information request on the planning permission from Kilkenny County Council.
4. **Gaelcholáiste Cheatharlach** - The preferred design option has been identified and the Design Team is now preparing Stage 1 documentation.
5. **Coláiste Mhuire, Johnstown**-The design team is developing options for additional accommodation and due to meet KCETB in late May.
6. **Coláiste Eoin, Hacketstown**- The consultant is preparing the tender document for major roof repairs under the Summer Works Scheme.
7. **Scoil Aireagail, Ballyhale**-
 - a. The consultant is preparing the tender document for electrical upgrades under the Summer Works Scheme.
 - b. The design team and modular build provider are drawing up plans for the new school extension.
8. **Coláiste Cois Siúire, Mooncoin**- The consultant is preparing the tender document for partial roof repairs under the Summer Works Scheme.
9. **Duiske College, Graiguenamanagh**- The consultant is preparing plans for the replacement of pre-fabs.
10. **FET Infrastructure Programme**

Building condition surveys have been received for Ormonde College and Grennan Equestrian Centre.

Planning permission has been sought for the provision of additional apprenticeship training facilities at Purcellsinch.

Finance

The income and expenditure report from January- March 2022 was presented.

Finance Consolidation Project

- KCETB transitioned to the new SUN Financial System on January 1 2022.
- Staff are operating the new system but technical issues at national level have been disruptive.

EFT Banking Facilities

Approval from the board was sought for the continuation of the Electronic Fund Transmission (EFT) facility from Bank of Ireland in the amount of €2,475,000 until March 2023.

7. Annual Report

Annual Report

A draft Annual Report 2021 and Chairperson Comprehensive Report was prepared and presented to the board for adoption as required under the Code of Practice for the Governance of ETBs. The Annual Report and accompanying documentation was proposed by Clare Ryan, seconded by Mary Hilda Cavanagh and agreed.

8. Risk Management

Business Continuity

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

Governance and Management

Service Plan 2022

1. The Annual Service Plan 2022 has been accepted by the Department, as approved by the Board in February.
2. Directors provide quarterly progress reports to the Chief Executive on the implementation of the plan.
3. The Plan has been posted to the KCETB website.

Policy Management

The following policy was presented to the Board for noting.



- Adult Safeguarding Policy

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. It was agreed to send a letter of congratulations to the new President of SETU and to raise the matter of broader representation for ETBs on the technological universities with DFHERIS.

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

170522– KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 22 March 2022. The minutes will be published online.

Correspondence received and noted.

170522 - KCETB 02 Chief Executive's Report

For adoption

170522 - KCETB 03 Corporate Services

Approve leases

170522 - KCETB 04 Finance

For approval, including EFT banking facilities

170522 - KCETB 05 Risk Management

For approval/adoption/noting



170522- KCETB Annual Report 2021

For adoption, including Chairpersons Comprehensive report

170522 - KCETB 06 Report of Committees

For information – BOM minutes

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

11. Other Business with prior permission of the Chair

12. Date of next meeting

Tuesday 5 July 2022 at 3.30pm

13. Presentation

A presentation on Generation Apprenticeship was provided by Mary Butler, Training Services Manager.

Mary Heide Savanagh 5/7/22