



Kilkenny and Carlow Education and Training Board
Minutes
22 March 2022

Date: 22 March 2022
Time: 3.30pm
Venue: Seville Lodge/Online via Microsoft Teams

In light of continuing guidelines on Covid 19 this meeting was a blended meeting to facilitate members.

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, Michael Delaney, Eamonn Doheny, Fidelis Doherty, Ger Frisby, John Hurley, Thomas Kinsella, Patrick O'Neill, Noel Phelan, Clare Ryan, Adrienne Wallace

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

Apologies: Matthew Kenny, Noel Phelan

Chairperson Peter Cleere presided at the meeting

1. Conflict of Interest

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

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

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

2. Condolences and congratulations

Condolences were extended to those recently bereaved.

3. Minutes of board meeting held on 15 February 2022

The minutes of the meeting held on 15 February 2022 had been circulated to board members in advance (Document 220322 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Ger Frisby, seconded by John Hurley and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 15 February 2022.

4. Matters arising from minutes

No matters arising

5. Correspondence

Department of Education Circular Letters – to be implemented

- Circular 0007/2022-Revision of Salaries of School Secretaries and School Maintenance Staff in Community and Comprehensive Schools with effect from 1 February 2022
- Circular 0008/2022-New Public Holiday from 2022
- Circular 0009/2022-Revision of Salaries for Special Needs Assistants (SNAs) with effect from 1 February 2022
- Circular 0013/2022-Prescribed Material for the Leaving Certificate English Examination in 2024
- Circular 0014/2022-Prescribed material for Junior Cycle English

Other Departmental correspondence – for information

- DCEDIY-UBU Resilience and Effectiveness Initiative 2022
- DCEDIY- Local Youth Club Grant Scheme 2022

Other correspondence - for information

- Music Generation Ireland- Funding Agreements

6. Chief Executive's Report

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

6.1 Corporate Governance and Administration

Business Continuity Planning - COVID 19

The Business Continuity Planning Group continues to meet to oversee the ongoing operation of schools, centres and services in line with departmental and public health guidance. The return to relatively normal operating conditions in schools, centres and services has been welcomed by students, staff and parents. While there are still instances of COVID among staff and students there is a cautious optimism regarding the remainder of the academic year.

There is ongoing review and monitoring of our risks in relation to service delivery and in relation to our internal controls and procedures.

Annual Financial Statements for 2021

The KCETB Annual Accounts for 2021 have been completed and will be submitted to the C&AG by the deadline of 31 March 2022. Thanks was extended to all staff who have collaborated in the process, and to the Finance and Audit and Risk Committees for the role they play in ensuring that KCETB upholds high standards of governance.

The statement of internal control for 2021 will be submitted with the accounts. The statement is based on the assurances provided by the Finance and Audit and Risk Committees in their reports to the Board. All relevant matters are included in the Statement of Internal Control. Relevant documents pertaining to the statement of internal control were circulated to the Board.

Annual Report 2021

A draft Annual Report is being prepared and will be presented to the board for adoption as is the requirement under the Code of Practice for the Governance of ETBs. A draft copy will be circulated in due course and should members wish to suggest any relevant amendments at that stage they may do so.

Provision of education to children and adults arriving from Ukraine

The Department of Education has issued correspondence to schools regarding children arriving from Ukraine to Ireland at this time noting they are beneficiaries under the Temporary Protection Directive. This directive ensures their right to education in the public education system, along with other rights, for a temporary period, on the same basis as EU citizens. Schools are implementing the protocols with respect to enrolling children in school as set down in this correspondence. Discussions are ongoing in regard to language and other FET supports for adults arriving from Ukraine. Further updates are awaited from the DEHERIS. KCETB attended a preliminary meeting with Kilkenny County Council in regard to a co-ordinated local response.

6.2 Schools

Director of Schools Pauline Egan presented the following report:

Teaching and Learning

Department of Education Information Note SD 0003/2022 issued to schools on 23 February 2022 regarding the new public health advice which came into effect from 28 February.

Face coverings/mask wearing

It is no longer a requirement for staff or students to wear a face covering/mask in school. Staff and students can continue to wear a face covering/mask if they wish to do so on a personal basis and schools should continue to make masks available on request.

Cleaning and Hygiene in schools

The funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19 will continue for this academic year.

Physical Distancing

Schools are no longer required to maintain physical distancing arrangements but it is not expected that timetables will be rearranged mid-year.

Visitors to schools/Parent teacher meetings

There is no longer a requirement to restrict visitors to schools and parent teacher meetings can resume face-to-face.

Professional Learning

Our KCETB Leadership Programme for Middle Leaders (Assistant Principals/AP1's) continues this term with Dr. Joe O Connell.

A Workshop for principals on Leading Teaching and Learning with their Board of Management took place on 3 March 2022.

Ethos Project

Planning is underway for the KCETB Ethos Showcase. This showcase takes place on 10 May 2022 and will demonstrate students' awareness of our ETBs core values, for the schools that are involved in the Ethos Professional Learning Network. Students will present on the projects that they have undertaken to promote their school's core values.

6.3 Further Education and Training

Director of FET Martha Bolger presented the following report:

Governance and Management

Business Continuity: As restrictions have eased and distancing is reduced, there are still some staff experiencing COVID 19 with some online delivery.

Framework for Contracted Training: Contracts have been issued for the new framework and the allocated training providers for KCETB are:

- KT Business Skills
- Barrow Training
- Creative Training
- ICE Consortium
- Kangley (Impact Training)

Initial discussions are occurring with the contractors to scope out provision for the next few years.

Open Days in Carlow Institute of Further Education & Training and Ormonde College of Further Education took place on 3 March. Learner applicants were given tours of the facilities and had the opportunity to ask questions first hand of teachers regarding course content.

Teaching and Learning

DEIS to FET: A FET Fair for Secondary School Guidance Counsellors took place on 1 March with talks on Apprenticeships, Traineeships and progression routes from PLC. The afternoon event was attended by Guidance Counsellors and principals from secondary schools in the wider KCETB area and the focus was on the opportunities that FET can offer school leavers. Learner open days will be held in April, again focusing on the range of programmes available in both Kilkenny and Carlow.

AONTAS STAR AWARDS: The Working Together, Although We Are Apart project was shortlisted for the 2022 AONTAS STAR Awards. This project was initiated by the staff and learners of the Adult Learning Service in Kilkenny. As part of this project learners in the Adult Learning Service came together with the support of their tutors to produce a collection of personal stories and images documenting experiences and memories which shaped their lives during COVID. This project was featured as part of the STAR Awards Celebration on the 7 March 2022. The Adult Learning Service was commended for their endeavours to facilitate collaborative interaction during lock down.

QA: The QQI Inaugural Review Report was received on 3 March. A factual accuracy report was submitted on 11 March and an overall response from the Chief Executive will be returned by 1 April. KCETB were found to be compliant in all the key quality statement areas as follows:

- The effectiveness of the QA procedures of the institution and the extent of their implementation
- The extent to which existing QA procedures adhere to QQI's Quality Assurance Guidelines and Policies
- The enhancement of quality by the institution (through governance, policy, and procedures).

The QA Overarching Committee reviewed all recommendations and commendations at its meeting on 10 March. The full report will be available to all staff and Board members in Quarter 2.

Youth Work Committee

Kilkenny and Carlow ETB first established a Youth Work Committee in November 2016 as provided for under Section 44(1) (b) of the Education and Training Boards Act 2013. The Committee is now in the process of establishing a new committee for its second term of office and is seeking representative members from the statutory and voluntary sector. KCETB will hold a maximum of four meetings per year. (meetings will be held online as appropriate). Mary Hilda Cavanagh was proposed as the ETB nominee by Peter Cleere seconded by Thomas Kinsella and agreed.

Nomination	Organisation
Dominika Frankowska	Comhairle Na nÓg
Kathryn Wall	Carlow Regional Youth Services
Bernie Meally	Foróige
Ebony Masuku	Young person Comhairle No Nog
Mary Mescal	Ossory Youth
Marie Kennedy	Tusla
Dr Niamh McCrea/Majella Finnegan (Share seat)	IT Carlow
Fergal Blanchfield	Department of Social Protection
Mary Hilda Cavanagh	KCETB Board Member

The Board approved the above nominations on the proposal of Fergal Browne and seconded by Fidelis Doherty.

6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

Human Resources

Appointments

- Niamh Hickey has been appointed as Deputy Principal in Coláiste Aindriu.
- Tomás De Buitléar has been appointed as Príomhoide Tánaisteach, Gaelcholáiste Cheatharlach.
- Orlaith McHugh has been appointed as BTEI Co-Ordinator, Carlow.

Staffing

Planning in respect of teacher recruitment for the 2022-2023 academic year has commenced.

A review is currently underway in respect of entitlements to Contracts of Indefinite Duration, additional CIDs to relevant teaching staff and the termination of Year One Fixed Term Contracts. Letters to staff in respect of Job Sharing and Career Break for the 2022-2023 academic year have been issued.

Kilkenny and Carlow ETB is currently in the process of recruiting to the following positions:

- Buildings Officer
- Project Officer, Training Services
- Administrative Officer, Corporate Services

Corporate Services

Leases

- **Music Generation Kilkenny – Rental of Storage Space for Musical Instruments**
Renewal of Lease – 01.06.22 to 31.05.23

Capital Projects

1. **Grennan College, Thomastown**-The school is operating in the new extension following the handover in mid-February.
2. **Borris Vocational School**- the design team tender has been advertised.
3. **Kilkenny Schools Campus** – The design team is preparing the response for the further information request on the planning permission from Kilkenny County Council.
4. **Gaelcholáiste Cheatharlach**- Design options for the extended additional accommodation have been discussed with the design team.
5. **Coláiste Mhuire, Johnstown**-The first design team meeting took on 10 February 2022 and building surveys have commenced.

6. **Coláiste Eoin, Hackettstown-** A consultant has been appointed for the replacement of the roof under the Summer Works Scheme.
7. **Scoil Aireagail, Ballyhale-**
 - a. An electrical upgrade has been approved under the Summer Works Scheme.
 - b. Sanction has been received to replace pre-fab classrooms with modular buildings.
8. **Coláiste Cois Siúire, Mooncoin-** A partial roof replacement has been approved under the Summer Works Scheme.
9. **Duiske College, Graiguenamanagh -** An application for the replacement of pre-fabs has been submitted to the Department.
10. **FET Infrastructure Programme-**Building condition surveys has been commissioned for Ormonde College and Grennan Equestrian School.

Finance

OCAG Audit

- a. The OCAG Audit on the AFS 2020, carried out in August and September 2021, was certified on 1 February 2022. The Auditor has determined:
 - the financial statements properly present the income and expenditure of the Board for 2020 and the state of affairs of the Board at 31 December 2020
 - the financial statements are in accordance with the accounting policies laid down by the Minister for Education and Skills
- b. The management letter for the 2020 Audit has not been received to date.
- c. The engagement letter for the OCAG Audit on the 2021 AFS has been received but the timing has not been advised to date.

Finance Consolidation Project

- a. KCETB transitioned to the new SUN Financial System on 1 January 2022.
- b. Implementing the new system has created some technical difficulties at an operational level.

7. Annual Financial Statements

Adoption of Financial Statement

A meeting of the Finance Committee took place on the 22 March and the Audit and Risk Committee met on 21 March to consider the Draft Annual Financial Statements for the 12-month period 1 January 2021- 31 December 2021.

The committees' recommended that KCETB Financial Statements for 2021 be adopted by the Board and signed by the Chair.

The committees also reviewed internal control procedures and the assurance of the Chief Executive, full reports from the committees are provided in section 9.

Head of Finance Linda O'Brien provided an overview of the Annual Financial Statements for 2021 and provided clarification on areas as required.

The Annual Financial Statements and accompanying documents were proposed by Mary Hilda Cavanagh, seconded by Tomás Breathnach and agreed.

8. 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. ICT/Cyber Security and Health and Safety are two current high-risk areas.

Finance Committee

A meeting of the Audit and Risk Committee took place on 14 February 2022 and 22 March 2022.

Audit and Risk Committee

A meeting of the Audit and Risk Committee took place on 1 February 2022 and 21 March 2022.

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.

ICT and Cyber Security

IPB has advised that Cyber Security Insurance is unlikely to be achievable in the ETB sector. The market parameters on Cyber Security Insurance continue to shift.

Governance and Management

Policy Management

The following six policies are presented to the Board for noting:

- Asset Management Policy
- Encryption Policy
- Outsourcing and Acquisitions Policy
- BYOD Policy
- ICT Framework Policy
- Remote Access Policy

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

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

9. (b) Report from ETBI Reserve Forum

Ger Frisby provided a report on the ETBI Reserve forum.

8. (c) Report from Finance Committee

Annual Report of the Finance Committee of Kilkenny and Carlow ETB 2021

This report is submitted to the Board of Kilkenny and Carlow ETB in accordance with the Code of Practice for the Governance of ETBs 2019 and its own Terms of Reference.

Finance Committee 2021
Mary Brennan – external member
Sadie Aherne – external member
Edward Holohan – external member (Chair)
Peter Cleere – Board member
Deirdre Cullen – Board member
Mary Hilda Cavanagh – Board member

The Finance Committee met on four occasions, in compliance with its statutory obligations, during 2021:

- I. 16 February 2021
- II. 22 March 2021
- III. 11 November 2021
- IV. 21 December 2021

The committee also met on 14 February 2022 and 22 March 2022 to consider activities from the 2021 reporting period.

The Finance Committee reviewed:

1. Capital Projects reports
2. Contracts more than €50,000
3. Monthly Income & Expenditure reports
4. Executive Risk Management reports

The Chief Executive, Director of Organisation Support and Development, Head of Finance and Compliance Officer attended meetings with the Finance Committee during 2021.

Service Plan 2022

The Draft Service Plan 2022 was presented to the Finance Committee on the 14 February 2022. On the recommendation of the committee the Board of KCETB adopted the Service Plan 2022 and submitted the plan to the Department of Education prior to the statutory deadline of 1 March 2022.

Annual Financial Statements

At its meeting on 22 March 2022 the Annual Financial Statements for the year ended 31 December 2021 were presented for the consideration of the Finance Committee.

As part of this process the committee also reviewed:

1. The report of the Audit and Risk Committee to the Board asserting that KCETB has an adequate system of Internal Control
2. Draft Statement of Internal Control (SIC) for inclusion in the financial statements
3. The Letter of Representation to accompany presentation of the financial statements to the C&AG
4. Assurances of the Chief Executive

The Finance Committee recommends that the accounts and all associated documents, as presented by the Chief Executive, be adopted by the Board of KCETB and signed by the Chairperson.

The Finance committee reviewed its own effectiveness as required by the Code of Practice for the Governance of ETBs in December 2021. The annual review of effectiveness concluded that the Finance Committee was operating adequately, and no deficiencies were noted.

The Chair of the Board works with the Chair of the Committee to assess the committees ongoing effectiveness and requirements.

Signed: Edward Holohan
Chairperson

Date:

8. (d) Report from Audit and Risk Committee

1.Report of the Audit and Risk Committee 21 March 2022

The meeting included consideration of the following reports from the executive:

- Risk Management
- Capital Projects

- Governance and Management
- System of Internal Control

The Audit and Risk Committee reviewed the following reports as part of the System of Internal Control for 2021.

Document/report	Reviewed (Yes/No)	Completed
Audit Register (and progress thereof)	Yes	September 2021
Sectoral Audit Report	Yes	September 2021
Compliance Audit Report	Yes	February 2022
Engagement with C&AG representatives	Yes	Last formal ARC and OCAG meeting in Nov 2020. Accounts for 2020 to be signed end of Jan 2022.
Engagement with IAU Director	Yes	Audit Plans and Reports
Risk Management Report Including – Risk Registers	Yes	At each meeting
Review of Risk Registers	Yes	November 2021
Finance Committee Minutes	Yes	February 2022
Board Minutes	Yes	February 2022
Policy Management Framework	Yes	May 2021
Input into IAU audit plan 2021/2022	Yes	December 2021
C&AG Management Letter 2020	No	Not received in 2021
Protected Disclosure Report 2021	Yes	February 2022
Assurances from Executive*	Yes	March 2022
Assurances from each section	Yes	December 2021
Report on the impact of Covid-19 on the control environment**	Yes	March 2022
Executive Reports	Yes	At each meeting

Performance Delivery Agreement and Oversight Agreement	Yes	November 2021
Review of Committee Effectiveness	Yes	December 2021
Chair of ARC, Board and FC engagement	Yes	March 2022
Draft Annual Financial Statements	Yes	March 2022
Draft Statement of Internal Control	Yes	March 2022
Draft Letter of Representation	Yes	March 2022
Complete Annual Report of ARC	Yes	March 2022

Annual Report to the Board of the Audit and Risk Committee of Kilkenny and Carlow ETB 2021

This report is presented in accordance with section 7.37 of the Code of Practice for the Governance of ETBs 2019.

Members of the Audit and Risk Committee 2021
PJ Leonard (Chairperson) – External member Mary Brennan– external member Ger Mulvey – External member Patrick O’Neill – Board member Michael Delaney – Board member Andrea Dalton – Board member

The Audit and Risk Committee met on the following occasions in 2021:

- i. 25 January 2021
- ii. 22 February 2021
- iii. 18 March 2021
- iv. 12 May 2021
- v. 29 September 2021
- vi. 17 November 2021
- vii. 15 December 2021

The Terms of Reference of KCETB’s Audit and Risk Committee provides for a report to the Board timed to support the finalisation of KCETB’s financial statements and includes:

1. Internal audit reports
2. Management representations received
3. Review of minute books of Board and Finance committee
4. Review of Audit Register
5. Correspondence and engagement with internal and external auditors
6. Other matters the committee feel prudent to report

Internal Audit Reports

The committee has concerns over the inadequate level of resources for Internal Audit in ETBs and only one report was brought to the Committee in 2021. An adequately resourced internal audit function is essential to the effective operation of the committee. The committee is to discuss the issue with IAU-ETB in 2022.

The committee received the following internal audit report from the IAU-ETB during 2021

1. Policy Compliance Audit

The scope of the internal audit was to review policies in place, policies are appropriately approved and circulated, and appropriate training delivered in Kilkenny and Carlow ETB. The audit objectives were to ensure that:

1. The policy suite is comprehensive and meets the policy needs of the ETB
2. Policies are appropriately approved
3. Policies are reviewed regularly and updated to reflect updates in good practice, department circulars and legal requirements
4. Policies are circulated within head offices and disseminated to schools/centres and are accessible
5. Staff training needs are identified, and staff are given appropriate training on policies

The audit fieldwork took place remotely in July and September 2020 and was conducted by the Internal Audit Unit – ETB's (IAUETB's). The audit methodology was devised by the IAU – ETBs and was based on Internal Audit Standards issued by The Institute of Internal Auditors. Based on the results of the audit the system of internal control for Policy Compliance by Kilkenny and Carlow ETB in the 18 months ended 30 June 2020 was deemed: Adequate

Management Representations received

Several staff engaged with the ARC during the year including Chief Executive, Director of OSD, Head of Finance, Head of Human Resources, Head of Corporate Services and Compliance Officer.

Confirmations were received from the Chief Executive confirming that internal controls are in place in KCETB and are implemented. Management assurances in KCETB are supported by the Assurance Declarations process established across the organisation.

Review of minute books of the Board and Finance Committee

The Audit and Risk Committee reviewed the minute books of the Board and Finance Committee and have no inconsistencies to report.

Review of Audit Register

The committee were presented with both the internal and external Audit Registers for consideration, as part of the committees work programme. The Audit Register details auditor recommendations and the status of the implementation of the recommendations. Senior members of management attended this meeting to add additional information and clarity where appropriate.

The committee were pleased to see progress on the implementation of auditor recommendations and the associated risks are reflected appropriately on the relevant risk registers.

Following the process of previous years, several points on the Audit Register were archived with the agreement of the committee, on the basis that the recommendation was no longer relevant and/or the recommendation was implemented and effective.

A Sectoral Audit Register was circulated to the Committee prior to the meeting in September to utilise the learning from other ETBs. The recommendations are valuable but not necessarily part of KCETB practice. They offer a means of self-assessment. Each Sectoral Report was circulated to relevant personnel for comment on the findings.

Correspondence and engagement with internal and external auditors

The Audit and Risk Committee of KCETB maintains an active and appropriate level of engagement with the IAU-ETBs and C&AG.

In September 2021 the committee met with representatives from the IAU via MS Teams.

Protected Disclosure

There were no Protected Disclosures received in 2021.

Risk Management Framework

KCETB operates a robust and active Risk Management Framework across the organisation developed and reviewed in line with the Code of Practice for the Governance of ETBs 2019.

Specific risk management activities conducted in 2021 include:

- Ongoing adherence to the Risk Management Implementation Plan including:
 - Risk Register processes
 - Assurance Declarations for Directors, Schools, FET centres and programmes, OSD Senior Management
 - Business Continuity Management Team meetings
 - Reporting and engagement with Audit and Risk Committee, IAU-ETB and Board
 - Compliance Audit Report
 - Control Environment Oversight Report – particular emphasis on the impact of COVID-19

The Chief Risk Officer reports to the committee at every meeting, providing updates on the Risk Registers and other issues under the risk management category. The committee are satisfied that risk is managed effectively and actively in KCETB.

Review of its own effectiveness

As required by the Code of Practice for the Governance of ETBs 2019, the Audit and Risk Committee formally reviewed its own effectiveness.

The Chair of the Board works with the Chair of the Committee to assess the committees ongoing effectiveness and requirements.

Review of policies

Throughout the year the committee reviewed, and advised on, the following policies:

- Policy Management Framework
- School Bank Accounts Policy
- Parents' Association Monies Policy
- Updated Procurement Policy

Review of Annual Financial Statements

As part of the annual review and consideration of the Annual Financial Statements the committee received a detailed presentation on:

1. Draft Annual Financial Statements
2. The Statement of Internal Control
3. Letter of Representation to the C&AG
4. CE Assurance Statement
5. Assurance Declarations from Directors
6. The Impact of Covid-19 on the control environment
7. System of Control

In summary, by undertaking the activities detailed above and through discussion with the executive the Audit and Risk Committee is satisfied that KCETB operated adequate and appropriate systems of internal control.

Signed:

PJ Leonard
Chairperson

Date:

9. Matters for approval or confirmation by the Board

220322– KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 15 February 2022. The minutes will be published online.

Correspondence received and noted.

220322 - KCETB 02 Chief Executive's Report

For adoption, including membership of the Youth Work Committee.

220322 - KCETB 03 Corporate Services

Approve leases

220322 - KCETB 04 Finance

For approval

220322 - KCETB 05 Risk Management

For approval/adoption/noting.

220322- KCETB 06 Annual Financial Statements 2021

For adoption

220322 - KCETB 07 Report of Committees

For confirmation/ adoption- Finance and ARC minutes

For information – BOM minutes

Unless stated previously the above items were adopted by the Board as proposed by Fergal Brown, seconded by Fidelis Doherty and agreed.

11. Other business with prior permission of the Chair

12. Date of next meeting

Tuesday 17 May 2022 at 3.30pm

Signed:



Date:



