

Kilkenny and Carlow Education and Training Board
Minutes
15 November 2022

Date: 15 November 2022
Time: 3.30pm
Venue: Woodford Dolmen Hotel, Carlow

Attendance: Carmel Boyle, Tomás Breathnach, Fergal Browne, 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, Jenny O'Regan Byrne, 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 Caoimhe Byrne

Apologies: Matthew Kenny, Noel Phelan

Chairperson Fergal Browne 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 04 October 2022

The minutes of the meeting held on 04 October 2022 had been circulated to board members in advance (Document 151122 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Mary Hilda Cavanagh, seconded by Caitlín Mhic Cárthaigh and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 04 October 2022.

4. Matters arising from minutes

No matters arising.

5. Correspondence

Department of Education Circular Letters – to be implemented

- 0063/2022 - Joint Data Controller Arrangement between Payroll Division, Department of Education and The Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools and the Chief Executives of Education and Training Boards
- 0064/2022 – Revision of Teacher Salaries under Building Momentum - A New Public Service Agreement 2021-2022 ("The Agreement")
- 0065/2022 - Revision of Salaries for Special Needs Assistants (SNAs) under Building Momentum Pay Agreement
- 0067/2022 - Revision of Salaries of Clerical Officers and Caretakers employed under the 1978/1979 Scheme under Building Momentum Pay Agreement
- 0068/2022 - Revision of Salaries and Allowances of Certain Grades other than Teachers and SNAs employed by ETBs under Building Momentum Pay Agreement

6. Chief Executive's Report

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

6.1 Corporate Governance and Administration

Student Enrolment

Following completion of the October Returns to the DE and DFHERIS the second level student enrolment is 5,276 across the 13 schools for the school year 2022/23 and the number of FET starters is 11,004 to date for 2022.

Training for Chairperson and Secretary to Boards of Management

It was noted that a webinar to support members in their governance role would take place on 30 November. This is an online event hosted by ETBI which will focus on promoting good practice for Chairpersons and Secretaries. Registration details to follow and all members undertaking the role of Chairperson were encouraged to attend.

Financial Shared Service

The transition to the SUN Financial System took place in January and training is continuing for school and centre staff. Discussions are ongoing in respect of the engagement of ETBs with the serviced provider ESBS. In addition, discussions are taking place regarding the sequencing of further elements of the shared services project.

Administration

Discussions are ongoing with the DE/DFHERIS in respect of staffing and progressing a fit-for-purpose organisation design for ETBs and for long-term workforce planning for core corporate services and for Further Education and Training. These discussions are critical for the further development of services. Sanctions have been received for the renewal of a number of posts in FET.

Awards/Retirement Functions

A series of awards ceremonies have taken place in schools and centres to celebrate the work of students on receipt of their certificates. KCETB hosted the Regional Apprenticeship Awards on 17 October with 362 apprentices receiving their certificates.

A function to recognise the service of retired staff took place on 24 October to acknowledge the contribution of these staff to KCETB.



Ukrainian Education Supports

A new REALT Co-ordinator has been appointed to support the provision of education services across KCETB. The DE is due to communicate with ETBs shortly in respect of the continuation of education services for Ukrainian refugees through the REALT Teams. Ukrainian nationals are continuing to arrive with additional accommodation being sourced locally on an ongoing basis. Work is continuing with the provision of educational services for Ukrainian children and adults. Capacity in schools in Carlow has not been an issue to date, while primary school capacity in Kilkenny is full with very limited capacity at post-primary level. This has resulted in additional enrolment in schools outside the city area.

There are currently 206 students enrolled in primary schools, 71 in Carlow and 135 in Kilkenny. At post primary level there are 159 students enrolled, 52 in Carlow and 107 in Kilkenny.

English language classes continue to be provided at a number of locations with adults attending, 286 in Carlow and 417 in Kilkenny.

6.2 Schools

Director of Schools Pauline Egan presented the following report:

Teaching and Learning

- Annual TEACH MEET - our professional learning and sharing event took place virtually on 6 October. 231 teachers attended the event.
- All schools are in the Admissions Process for enrolment for 2023/24. Most schools closed their three-week window on 24 October and now have two weeks to issue the offer of places.
- The Final Induction for new teachers to the scheme takes place on 28 November being delivered by Dr. Joe O'Connell. The theme of this session is ***Effective Communication and Building Positive Relationships in the school community***.
- **Student Councils** – Training for Student Councils on promoting and supporting student voice and leadership took place on 20 and 26 October. 145 students together with their link teachers attended.
- **ETBI Ethos Project** –The first meeting of our Professional Learning Network for 2022/23 took place on 27 October facilitated by our Ethos Co-ordinator Conor Walsh. All thirteen Ethos Lead Teachers (ELTs) from our schools were in attendance.



- 12 teachers are involved in a Community of Practice for ***Integrating Restorative Practices training into professional practice*** which began on 13 October. The programme is delivered over 7 sessions running from October 2022 to April 2023.
- **Digital Strategy for Schools** - The KCETB TeachNimble Programme being delivered by Dr. Michael Hallissy from H2 Learning will run from January to end March 2023. This 10-hour blended learning programme will be run for 5 sessions over 8-10 weeks in the Spring.
- Teaching and Learning Workshops – Magenta Principles - A series of three workshops to enhance teaching and learning in our schools will continue this academic year 2022/2023. Thirty-two teachers are attending with the second workshop taking place on 29 November.

Governance and Management of Schools

Inspection Reports

Department of Education Inspections have taken place in the following schools:

- Coláiste Aindriú – Special Education Needs Inspection.
- Coláiste Mhuire – Business Studies and Accountancy Subject Inspection.
- Duiske College – Geography Subject Inspection.
- The Middle Leadership Programme continues in October with Joe O’Connell.
- School Finance Meetings are taking place on MS Teams between 18- 28 November 2022.
- Department of Social Protection School Meals Inspections have taken place in Coláiste Aindriú and Tyndall College.
- Board of Management Chairpersons- The following Chairpersons to School Boards were confirmed and agreed on the proposal of Andrea Dalton and seconded by Clare Ryan.

School Name	Chairperson Name
Abbey Community College	Ger Frisby
Borris Vocational School	Peter Cleere
Coláiste Aindriú	Maire Lee


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Coláiste Cois Siúire	Martin Gordon
Coláiste Eoin	Jenny O' Regan Byrne
Coláiste Mhuire	Cllr Mary Hilda Cavanagh
Coláiste Pobail Osraí	Caitlín Mhic Cárthaigh
Duiske College	Peter Cleere
Gaelcholáiste Cheatharlach	Caitlín Mhic Cárthaigh
Grennan College	Patrick O'Neill
Kilkenny City Vocational School	Deirdre Cullen
Scoil Aireagail	Deirdre Cullen
Tyndall College	Seamus Donohoe

- **Health & Safety** Training for Safety Representatives in schools has now concluded. This training was run on the 06, 13 and 27 October.

6.3 Further Education and Training

Director of Further Education and Training Martha Bolger presented the following report:

Governance and Management

SOLAS Capital Applications:

Queries were received and responded to regarding the SIUF application for Ormonde College. A site visit was conducted by SOLAS to Ormonde College in October.

SOLAS Parameters for Planning: Documentation for 2023 has been received and all centres are being asked to schedule courses for 2023 from November.

Leases: Purcellsinch - Lease Unit M has been completed and fit out and scheduling of classes at Unit 6 Danville is under way.



PLC Enrolment: The PLC Census date was 14 October. An internal census in both centres was taken on 11 and 12 October last.

- Carlow Institute of Further Education: 726
- Ormonde College of Further Education: 216 (including both Grennan centres)

CAO 2023: Both Carlow Institute of Further Education and Ormonde College of Further Education have listed all their planned 2023 provision on PLSS for CAO. In addition, this year some Traineeships have also been included for CAO.

Teaching and Learning

Ukrainian Nationals ESOL provision: Ukrainian learners attending programmes in Kilkenny and Carlow ETB are as detailed below:

Ukrainian Adult Learners ESOL Classes Kilkenny and Carlow ETB			
Kilkenny		Carlow	
Male	Female	Male	Female
96	321	81	205
Overall Total		Male	Female
703		177	526

Award Ceremonies were held at Carlow Institute of Further Education and Ormonde College of Further Education in October. KCETB Training Services also hosted the Apprenticeship Awards for KCETB, TETB and WWETB.

Conferences: The QQI Conference and FET Conference were attended by KCETB representatives. Mandy Butler QA office was a panelist on the day and Andrew Kennedy gave a talk on supports to apprentices available through KCETB.

Community Education: A workshop was held for representatives of Community Groups in Kilkenny and Carlow to provide an overview of Community Education provision and services. Approximately 120 people attended on 25 October. An overview of the Statement of Strategy for KCETB was given as was information on the data required from groups to support funding.

SOLAS are hosting the launch of the Community Education magazine and report on Wednesday 7 December. Community Education Service Kilkenny has been invited to talk about the ongoing



work that they do, in particular with Kilkenny Brain Works Group and about the Christmas Wreaths projects and their proposals for this year.

Other:

DCEDIY Visit: Dingfen Zhong (Assistant Principal, Youth Affairs Unit) visited KCETB in October. She met with the CE, DFET, AEO and Youth Officers and then attended UBU schemes in Kilkenny and Carlow.

COACH TTC LAUNCH: On 19 November, the Traineeship in ECO Driving for Bus and Coach Drivers will be launched. This is a result of a joint collaboration between KCETB and MSLETB and personnel in the Training Services are to be congratulated on their work.

6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

Human Resources

Recruitment

Kilkenny and Carlow ETB is continuing with appointments to permanent, fixed term and specific purpose positions across our schools, centres and administrative functions.

The process of recruiting to Post of Responsibility positions is ongoing.

A number of administration posts have been filled recently also.

The position of Learner Support and Well-Being Co-Ordinator (CE Facilitator) has been re-advertised.

Appointments

Maureen Egerton has been appointed as REALT Co-Ordinator.

Corporate Services

Leases

- **Carlow Community Enterprise Centres Ltd - Unit 7 Enterprise House, O'Brien Road Carlow (Training Services) Office Suite. Renewal of lease - Period of cover 05.02.23 - 04.02.24**

Capital Projects

1. **Grennan College, Thomastown** – discussions on the provision of a SEN unit are ongoing with DE.
2. **Borris Vocational School** – Stage 1 design proposals are being finalised.
3. **Kilkenny Schools Campus** – planning permission for two new schools has been granted and discussions are ongoing with DE.
4. **Gaelcholáiste Cheatharlach** - the preferred design option has been identified and the Stage 1 documentation has been submitted to DE.
5. **Coláiste Mhuire, Johnstown**- the preferred design option has been identified and the Stage 1 documentation has been submitted to DE.
6. **Coláiste Eoin, Hacketstown** - discussions on the provision of the replacement of pre-fabs and roof repairs are ongoing with DE.
7. **Scoil Aireagail, Ballyhale** - further information on the planning application will be submitted to Kilkenny County Council shortly.
8. **Coláiste Cois Siúire, Mooncoin**- discussions on the provision of roof repairs are ongoing with DE.
9. **Duiske College, Graiguenamanagh** - the replacement of pre-fabs is scheduled for completion for Spring 2023.

Finance

The income and expenditure report to end of October 2022 was presented.

Overdraft Facility - Proposal for an application for overdraft facility in accordance with circular letter 0066/2014

The Chief Executive requested permission to seek sanction from the minister for the continuation of the overdraft facility. This facility has never been required but it is considered appropriate to have the facility in place as a matter of financial prudence. The request to seek sanction for the overdraft facility was proposed by Fidelis Doherty, seconded by Andrea Dalton and agreed.

Governance

1. Pension Increases

Pension increases and arrears for retirees are scheduled for payment by the NSSO before the end of 2022.

7. Board Review of Effectiveness

Section 4 of the Code of Practice for the Governance of ETBs 2019 stipulates that the “Board should undertake a self-assessment annual evaluation of its own performance.”

The evaluation for 2022 has been circulated to all members. The board completed a review of its own effectiveness. The review highlighted performance and reiterated Board responsibilities and, the members role in assisting with oversight of KCETB.

8. Risk Management

1. KCETB Risk Registers

- a) The Covid-19 Risk Register continues to operate and complement the Risk Register.
- b) KCETB Risk Registers have been updated and will be presented to the ARC.
- c) The electricity supply, ICT/Cyber Security, and Health and Safety are ongoing high-risk areas.

2. Internal Audit

- a) The report of the Internal Audit on School Meals is with the IAU Director.
- b) The Management Response on the Internal Audit Report for Local Training Initiatives will be returned to the IAU Director shortly.
- c) The Internal Audit Report on Covid Finance is with the IAU unit.
- d) The Payroll HR Internal Audit is ongoing.
- e) The Internal Audit on PLC and Co-operation hours is ongoing.

3. Health and Safety

- a) Health and Safety training and planning is ongoing throughout KCETB.

4. Governance and Management

Charities Governance Code

Under the Charities Governance Code all registered charities are required to complete a Charities Governance Code Compliance Record Form each year. This document had been circulated to members for approval and was 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

Mary Hilda Cavanagh provided a report from the latest ETBI Reserve Members forum meeting.

9. (c) Report from Finance Committee

Finance Committee – Eddie Holohan, Mary Brennan, Mary Hilda Cavanagh, Peter Cleere, Deirdre Cullen attended.

A meeting of the Finance Committee took place on 26 October at 4.30 pm in Seville Lodge, the Committee's activities included:

- Risk Management Report of the Chief Risk Officer
- The Executive Report outlined ongoing Capital works. Contracts in excess of €50,000 and the Income and Expenditure reports since March were circulated to the committee.
- The next committee meeting is scheduled for 14 December 2022.

9. (d) Report from Audit and Risk Committee

The Audit and Risk Committee meeting scheduled for 18 October was postponed and is rescheduled for 22 November.

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

151122 – KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 04 October 2022. The minutes will be published online.

Correspondence received and noted.

151122 – KCETB 02 Chief Executive's Report

For adoption, including confirmation of Board of Management Chairpersons

151122 – KCETB 03 Corporate Services

Approve leases

151122 – KCETB 04 Finance

For approval, including application for overdraft facility.

151122 – KCETB 05 Board Review of Effectiveness

For approval/ adoption/noting



151122 – KCETB 06 Risk Management

For approval/adoption/noting, including Charities Governance Code Compliance Record

151122 – KCETB 07 Report of Committees

For approval – Finance Committee minutes

For information- BOM minutes

Unless stated previously the above items were adopted by the board as proposed by Peter Cleere, seconded by Michael Delaney and agreed.

11. Other Business with prior permission of the Chair

12. Date of next meeting

Tuesday 17 January 2023 at 3.30pm

13. Presentation on Special Education Needs (SEN) Mapping at school level from Cathy McSorley, Principal, Linda McCormack, Assistant Principal, Kilkenny City Vocational School

Presentation on Special Education Needs (SEN) Mapping from Cathy McSorley, Principal, Linda McCormack, Assistant Principal, Kilkenny City Vocational School. Members acknowledged the work of the school team and congratulated them on their ongoing support for their students and looked forward to the expansion of the pilot to other schools.

Signed:

Jergal Browne

Date:

17/1/23