

**Kilkenny and Carlow Education and Training Board**  
**Minutes**  
**04 October 2022**

Date: 04 October 2022  
Time: 3.30pm  
Venue: Seville Lodge/Online via 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, Eamonn Doheny, Ger Frisby, John Hurley, Matthew Kenny, Thomas Kinsella, 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, Caoimhe Byrne

Apologies: Andrea Dalton, Noel Phelan, Fidelis Doherty, Adrienne Wallace

Chairperson Peter Cleere opened the meeting and following his election  
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. Ger Frisby was congratulated on his successful year as President of ETBI.

## 3. Election of Chairperson

Peter Cleere formally reigned as Chairperson of the Board. Fergal Browne was nominated as Chairperson by Mary Hilda Cavanagh, seconded by Tomas Breathnach and agreed.

## 4. Election of Vice-Chairperson

Mary Hilda Cavanagh formally resigned as Vice-Chairperson of the Board. Andrea Dalton was nominated by Mary Hilda Cavanagh, seconded by Peter Cleere and agreed.

Board members and the chief executive on behalf of the executive team extended their thanks to the outgoing chairperson and vice-chairperson.

Fergal Browne and Andrea Dalton were congratulated on their election as chairperson and vice-chairperson and wished well during their term of office.

## 5. Minutes of board meeting held on 05 July 2022

The minutes of the meeting held on 05 July 2022 had been circulated to board members in advance (Document 041022 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Mary Hilda Cavanagh, seconded by Deirdre Cullen and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 05 July 2022.

## 6. Matters arising from minutes

No matters arising.

## 7. Correspondence

### Department of Education Circular Letters – to be implemented

- 0048/2022 - Home Tuition – No School Place
- 0049/2022 - Grant Scheme in respect of Maternity Related Absences
- 0050/2022 - Parent's Leave Scheme for Registered Teachers employed In Recognised Primary and Post-Primary Schools
- 0051/2022 - Parent's Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post-Primary Schools
- 0052/2022 - Domestic Motor Travel Rates in the ETB Sector – Staff and Members





- 0053/2022 - Domestic Subsistence Allowances in the ETB Sector – Staff and Members
- 0055/2022 - Exemptions from the study of Irish – post primary
- 0056/2022 - School Self-evaluation: Next Steps September 2022 – June 2026
- 0058/2022 - Arrangements for Inspectorate engagement with post-primary schools: September to December 2022
- 0059/2022 - Implementation of Sectoral Bargaining with effect from 1 February 2022 for post primary teachers – Payment of PME/HDip Allowance
- 0061/2022 – Arrangements for Inspection of Early Learning and Care (ELC) Settings September 2022 – June 2023

#### **Other Departmental correspondence – for information**

- DFHERIS - BER Rating Requirement for Lease Applications
- DFHERIS - Post Leaving Certificate PLC Participant Contribution and Other Charges
- DFHERIS – ETB Representatives on TU Boards
- Department of Education – Publication of Annual Report 2021
- DCEDIY – Allocation Letter for Youth Capital Funding Scheme 2022 for Staff-Led Youth Services and Youth Clubs 2022

#### **Other correspondence**

- SOLAS – Draft Strategic Performance Agreement
- SOLAS - PLC Bursary Displaced Persons (Ukraine) Scheme 2022
- IPB – Nominee
- C&AG - Management Letter

## **8. Chief Executive's Report**

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

### **8.1 Corporate Governance and Administration**

#### **School/Centre Re-opening**

All schools and centres have reopened in the normal way for the first time since 2020 and while funding for PPE and additional cleaning have remained all other activities have resumed their normal pattern. In addition, there is a welcome return of extra-curricular activities and trips. The post primary enrolment for KCETB has exceeded 5000 students this year and our FET



learner numbers are recovering following the drop which occurred over the past two years and are currently at 8519.

#### **C&AG Audit 2020/2021**

The management letter for the 2020 accounts has been received and our response provided. The audit of the 2021 accounts has commenced.

#### **Annual Report 2021**

Notification has been received that the 2021 report has been laid before the Houses of the Oireachtas and can now be published.

#### **Statement of Strategy 2022-2026**

The Statement of Strategy has now been printed and the implementation process for the priority areas has commenced. Progress updates will be provided in the Service Plan and the Annual Report.

#### **Student of the Year 2022**

On the 9 September the KCETB Student of the Year award ceremony took place with the awarding of a commemorative medal to a student from each of our schools recognising their educational journey and their contribution to school life. Students were wished every success on their onward journey.

#### **Strategic Performance Agreement 2022-2024**

KCETB has agreed a new Strategic Performance Agreement with SOLAS which sets out a series of outcomes and targets to be achieved during this period.

#### **Ukrainian Refugee Education Services**

Work is continuing with the provision of educational services for Ukrainian children and adults. There are currently 369 students in primary and post primary schools, 130 in Carlow and 239 in Kilkenny.

English Language classes are being provided at a series of locations across the two counties with 595 adults attending, 316 in Carlow and 279 in Kilkenny.

#### **Building Projects**

**Kilkenny Campus** – Planning permission has been received for the two schools and the follow up documentation is being prepared.





**Grennan Equestrian Centre** – Approval has been received for the upgrade of the facilities at the centre under the Strategic Infrastructure Upgrade Fund.

**Additional Accommodation** – Applications for additional accommodation for Grennan College and Coláiste Eoin have been submitted to the DE.

## 8.2 Schools

Director of Schools Pauline Egan presented the following report:

### Teaching and Learning

- All schools and centres recommenced for the 2022/2023 academic year in late August.
- Leaving Certificate results issued on 2 September and were of a very high standard across schools and centres. Students and staff are congratulated on their hard work.
- Adjustments to assessment arrangements for State Examinations 2023 for students due to sit State examinations in 2023 has been notified, to take account of the disruption to their learning during the COVID-19 pandemic.
- Teaching and Learning Workshops - A series of workshops to enhance teaching and learning in our schools will continue this academic year 2022/2023. Thirty-two teachers from our thirteen schools will attend three workshops over the course of the year.
- As part of the Digital Strategy for Schools, the focus has been on the continued embedding of Microsoft Teams (and associated Office 365 Services) in schools for teaching and learning. Our school leaders participated in a workshop on the Digital Strategy for Schools delivered by the Professional Development Service for Teachers (PDST).
- A KCETB workshop on *Embedding Ethos in our Schools* was delivered by Seamus Conboy and Niall Mulpeter from ETBI on 27 September.
- Annual TEACH MEET; A professional learning and sharing event takes place virtually on 6 October. The keynote speaker this year is Dr. Gavin Murphy (Trinity College) who will present on "*High-Leverage Practices - Refining and Reflecting Teacher Practices for Real World Contexts.*" This will be followed by a series of workshops from teaching colleagues.



## Governance and Management of Schools

- Department of Education Funding for sanitisation/PPE and COVID cleaning have been provided for Term one. The grants are being combined into one grant to allow for greater flexibility at a school level between cleaning and any PPE requirements.
- **Guidance on Ventilation in Schools** - There is no change to the Department's guidance on ventilation that was last updated in 2021.
- **COVID-19 Response Plans** - The Department is currently revising the template COVID-19 Response plans and these will issue to schools shortly.
- **New Appointments** - To date there have been 131 recruitment competitions for the 2022/2023 academic year. Induction sessions took place for new members of staff.

The nominations of Ms Linda McCormack and Mr Michael Farrell as staff nominees on the Kilkenny City Vocational School Board of Management were confirmed.

The nominations of Mr Breandán Ó Cinseallach as staff nominee, and Ms Siobhan Ní Chorcra as a community nominee were confirmed. These were agreed on the proposal of Peter Cleere and seconded by Deirdre Cullen.

## 8.3 Further Education and Training

Director of FET Martha Bolger presented the following report:

### Governance and Management

**SOLAS Capital Applications – Purcellsinch:** Following our application in November 2020 of an EO1 to expand apprenticeships at Purcellsinch. A Design Team has been appointed.

The capital investment for **Grennan Equestrian Centre** will include new prefabs, refurbishing the tack room and upgrades to the arena.

**SOLAS Strategic Performance Agreement:** SOLAS are preparing the final draft of the agreement with KCETB from 2022 – 2024.

**(MAEDF) – The Reach Fund** has been assessed. €222,408.50 will be granted to the following groups:

- |                                 |  |
|---------------------------------|--|
| • Aiseiri Aislinn               | • Bagenaltwon Family Resource Centre   |
| • Amber Women's Refuge          | • Ballon Business and Training Service |
| • Bagenaltown Community Gardens |  |





- Butler Gallery
- Castlecomer Enterprise Group
- Castlecomer Library
- Queen of the Universe NS (Parents Group)
- Deenvew Centre
- Delta Centre
- Droichead FRC
- Irish Wheelchair Association
- KCAT Arts Centre
- Kilkeny County Library Service
- Kilkeny PPN
- Kilkeny Volunteer Centre
- L'arche
- Nore Vision (Nore River Catchment Trust)
- SOS Kilkeny
- St Canices Neighbourhood Hall
- Task Training & Support Kilkeny
- Twilight Community Group
- Windgap Community Development

**Sanctions:** Following recruitment for the new Adult Literacy Co-ordinator, Ms Helen Walsh has commenced this post on 12 September.

Sanction was granted for a new CEF post with initial duties as a Learning and Well Being Co-ordinator. Two administration posts have also been approved.

## Teaching and Learning

**Ukrainian Nationals ESOL provision:** Up to 31 August, there were approximately 595 individual learners attending classes and services across Carlow and Kilkeny. Learners have engaged with Adult Guidance, Literacy Programmes, Community Education Programmes and Training Services.

There are 316 Ukrainians attending ESOL classes in Carlow (248 female; 69 male).

Age Range	Learner Numbers
0-17	2
18-24	41
25-34	76
35-44	79
45-54	74
55-64	29
65+	15

There are 279 Ukrainians attending ESOL classes in Kilkenny (279 female; 60 male).

Age Range	Learner Numbers
0-17	8
18-24	24
25-34	68
35-44	86
45-54	54
55-64	31
65+	8

**YOUTHREACH LEAVING CERT RESULTS:** Youthreach learners did very well in their Leaving certificate. 8 learners completed the Leaving Certificate at Kilkenny Youthreach. Points ranged from 116 to 431. 3 completed Leaving Certificate Applied and overall there was 1 Distinction and 2 Merits. In Carlow Youthreach 4 learners completed the Leaving Certificate and results were very good. These learners intend to progress to Carlow Institute of FET.

**QA Action Plan:** The QAOC met on August 25 to approve the Action Plan arising from the Inaugural Review. This action plan lists key actions in response to the recommendations from the Inaugural Review Report that will be implemented over the next 4 years.

**Community & Voluntary Providers:** We have commenced the process of supporting the QA of the community and voluntary sector in Kilkenny and Carlow.

St Catherine's will now come under the umbrella of BTEI Carlow while Tullow Community School will remain as a standalone centre.

SLA/ MOAs are in place with both centres and a QA induction process is underway.

**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 key and to date 430 responses have been received:

- 77% of responses from QQI level 5 learners
- 94% of Learners would recommend the course
- Overall Experience on the Course 4.34 / 5





- 27% of learners accessed Guidance Counselling
- Top 5 Extra Supports identified were:
  - Teacher/Tutor Support
  - IT Device Loan
  - Extra time to complete assignments
  - Reading/Writing supports
  - Co-ordinator Support

The board of management of Carlow Institute of Further Education and Training has nominated Ms Noreen Whelan as chairperson for the coming academic year.

#### **8.4 Organisational Support and Development**

Director of OSD Liam Scott presented the following report:

##### **Service Plan 2022**

1. Directors provide quarterly progress reports to the Chief Executive on the implementation of the plan.

##### **IPB nominee**

2. Ger Frisby was confirmed as the IPB nominee for the remainder of the board term. Proposed by Mary Hilda Cavanagh, seconded by Peter Cleere and agreed.

#### **Human Resources**

##### **Recruitment**

A high level of recruitment activity has taken place over the summer period with the vast majority of new teachers recruited and in situ for the beginning of the 22/23 academic year. The process of recruiting to Post of Responsibility positions has also commenced. Recruitment campaigns have taken place to create: FET Tutors Panel, Clerical Officer Panel and Special Needs Assistant Panel. An on-line application process for substitute cover for teaching, SNA and Clerical Officer positions has also been put in place.

The position of REALT Co-Ordinator has been advertised. This role is to build on existing regional education support structures focusing initially on assisting Ukrainian refugee families in securing school places.

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

### Appointments

- Helen McTighe has been appointed as Principal in Scoil Aireagail
- Helen Walsh has been appointed as Regional Literacy Co-Ordinator
- Alan Curran has been appointed as Deputy Principal in Coláiste Mhuire
- Sarah Doyle has been appointed as Acting Deputy Principal in Borris Vocational School
- Conor Walsh has been appointed as Ethos Co-Ordinator

### Staff Portal

A new Staff Portal has been developed which will act as a resource for staff and provide them with information on matters relating to leave management, policies and procedures, health and safety and ICT compliance.

## Corporate Services

### Leases

- **Gowran Park Golf & Leisure Ltd: (RENEWAL).** Hospitality Commis Chef Training (Training Services). **Term of Lease** – 03.10.2022 to 02.10.2024
- **Unit 10, Danville Business Park (NEW).** FET Office Accommodation/CEF for Learning Support/Admin Support. **Term of Lease** – 01.01.2023 to 31.12.2027
- **Unit 3, Danville Bus Park, Loughboy, Kilkenny (RENEWAL).** BTEI Class Provision. **Term of Lease** – 01.04.23 to 31.03.2028

## Capital Projects

1. **Grennan College, Thomastown** – a new heating system has been provided under Emergency Works.
2. **Borris Vocational School** – the design phase for the extension has commenced.
3. **Kilkenny Schools Campus** – Planning permission for two new schools was granted and final design and cost plans are progressing.
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, Hackettstown**
  - a. Major roof repairs under the Summer Works Scheme are to progress next summer.
  - b. An application for additional accommodation has been made.





**7. Scoil Aireagail, Ballyhale**

- a. Further information for the planning application has been requested by Kilkenny County Council.
- b. An electrical upgrade has been provided under the Summer Works Scheme.

**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**

- a. Planning permission has been granted for the replacement of pre-fabs with the project scheduled for completion by the end of 2022

**10. FET Infrastructure Programme**

- a. Grennan Equestrian Centre has received approval for substantial capital works.

**11. FET Training Services - Apprenticeships**

- a. Approval to proceed to design and planning for 2 no. Electrical Workshops and associated facilities at Purcellsinch has been received from SOLAS.
- b. Planning permission has been sought for the provision of additional apprenticeship training facilities at Purcellsinch.

## Finance

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

**1. OCAG Audit**

- a) The management letter for the 2020 Audit was received in July 2022.
- b) The engagement letter for the OCAG Audit on the 2021 AFS has been received and the opening meeting scheduled.

**2. Debt write-off**

DFHERIS sanctioned the write off of the monies due from an LTI sponsoring group.

## Governance

### Policy Management

The following policies were noted by the Board:

- Financial Authority and Approval Levels
- Social Media Policy
- Customer Service Charter
- Customer Service Action Plan
- Corporate Procurement Plan 2022

- Responding to Request for Records

## 9. Risk Management

### 1. KCETB Risk Registers

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

### 2. Business Continuity

Business Continuity meetings are scheduled on a quarterly basis.

### 3. Internal Audit

- The Enrolment Internal Audit Report was issued on 13 September 2022.
- The closing meeting for the Internal Audit on School Meals is awaited.
- The Audit Report for Local Training Initiatives is with the IAU Director.
- The Internal Audit Report on Covid Finance has just concluded.
- The opening meeting on Payroll HR Internal Audit took place on 20 September.
- The Internal Audit on PLC and Co-operation hours has been re-scheduled for later in October.

## 10. (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.

## 10. (b) Report from ETBI Reserve Members Forum

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

## 10. (c) Report from Finance Committee

No meeting held since the last meeting of the Board

## 10. (d) Report from Audit and Risk Committee

The Audit and Risk Committee met on Wednesday 21 September 2022

The Committee considered:

- Position of Chairperson – the Committee requests that the Board appoint Gerard Mulvey as Chairperson of the Audit and Risk Committee. The position of Chairperson is reserved to external members of the Audit and Risk Committee.



- b. Risk Management Report
- c. 2020 AFS Audit C&AG Management Letter
- d. Enrolment Internal Audit
- e. Work Programme
- f. Schedule for the rest of 2022
- g. Noted the Financial Authority Levels

The proposal to appoint Ger Mulvey as chairperson was proposed by Peter Cleere, seconded by Ger Frisby and agreed.

#### **11. Matters for approval, adoption or confirmation by the Board**

##### ***041022 – KCETB 01 Minutes of previous meeting(s)***

Adopt the recorded minutes of the meeting held on 5 July 2022. The minutes will be published online.

Correspondence received and noted.

##### ***041022 – KCETB 02 Election of Chair/Vice-Chairperson***

For adoption

##### ***041022 – KCETB 03 Chief Executive's Report***

Including nominees to IPB and Boards of Management.

For adoption/approval

##### ***041022 – KCETB 04 Corporate Services***

Approve leases

##### ***041022 – KCETB 05 Finance***

For approval, including Financial Authority and Approval Levels

##### ***041022 – KCETB 06 Risk Management***

For approval/adoption/noting

##### ***170522 - KCETB 07 Report of Committees***

For information – BOM minutes

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

**12. Other Business with prior permission of the Chair**

**13. Date of next meeting**

Tuesday 15 November 2022 at 3.30pm

Signed:

*Jergal Browne*

Date:

*15/11/22*