



Kilkenny and Carlow Education and Training Board
Minutes
17 January 2023

Date: 17 January 2023
Time: 3.30pm
Venue: Seven Oaks Hotel, Carlow

Attendance: Carmel Boyle, Tomás Breathnach, Fergal Browne, Caitlín Mhic Cárthaigh, Mary Hilda Cavanagh, Peter Cleere, Laura Conheady, Deirdre Cullen, Andrea Dalton, Eamonn Doheny, Fidelis Doherty, Ger Frisby, John Hurley, Thomas Kinsella, Patrick O'Neill, 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: Michael Delaney, Matthew Kenny, Jenny O' Regan Byrne

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 15 November 2022

The minutes of the meeting held on 15 November 2022 had been circulated to board members in advance (Document 170123 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Andrea Dalton, seconded by Mary Hilda Cavanagh and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 15 November 2022.

4. Matters arising from minutes

No matters arising.

5. Correspondence

Department of Education Circular Letters – to be implemented

- 0071/2022 - Teacher Supply Post Primary: Teaching Hours Extension Scheme for 2022/2023
- 0072/2022 - Standardisation of the School Year in respect of Primary & Post-Primary Schools for the years 2023/24, 2024/25 and 2025/26
- 0073/2022 - NQF Level 9 Graduate Diploma in Social Personal and Health Education/ Relationships and Sexuality Education (SPHE/RSE) Programme 2023
- 0075/2022 - Commencement of the Education (Provision in respect of Children with Special Educational Needs) Act 2022 and Commencement of remaining sections of the Education (Admission to Schools) Act 2018
- 0076/2022 - Payment of Tool Allowance to Craft Workers – 2022
- 0077/2022 - Once-off cost of living measure to support increased school running costs
- 0078/2022 - Bereavement Leave Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools
- 0079/2022 - Bereavement Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools

6. Chief Executive's Report

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

6.1 Corporate Governance and Administration

Ethics Declarations

Documentation in compliance with the Ethics in Public Office Acts 1995 and 2001 and the Code of Practice for the Governance for ETBs 2019, in regard to the disclosure of interest have been circulated to all members. These forms must be returned by 20 January 2023.

Approval of Service Plan

Approval of the annual Service Plan for 2023 is required prior to March 1 in accordance with the Education and Training Boards Act 2013 and the Code of Practice for the Governance of ETBs 2019. A meeting of the Finance committee must take place prior to the Board meeting. The ETB meeting to consider the Service Plan 2023 is scheduled for Tuesday 14 February 2023.

Approval of Annual Financial Statements

Approval of the draft Annual Financial Statements 2022 will take place at the March meeting on Tuesday 21 March 2023.

The Finance Committee and the Audit and Risk Committee have a specific role and work programme in relation to the AFS and internal control assurances prior to approval of the statements. This is essential to meet the DE submission deadline.

Report on Service Plan 2022

A separate report on the Service Plan for 2022 was circulated to board members. This document reflects progress on priorities and actions during the year and the Chief Executive highlighted key areas of progress on same.

Infrastructural Projects

Coláiste Mhuire

Stage 1 meeting took place on 14 December, further discussion is ongoing.

Gaelcholáiste Ceatharlach

Stage 1 meeting is scheduled for the 18 January.

FET "College of the Future"

Discussion has been ongoing with SOLAS regarding the provision of FET facilities in Kilkenny for the development of further education and training provision over a number of years. Following submission of a strategic assessment report, KCETB has been approved to proceed to Gate 1 for the development of a FET College in Kilkenny. This is an important strategic development for KCETB and will enable the provision of the full suite of further education and training provision and the full expansion of apprenticeship provision for the future.



Ukrainian Education Supports

433 Ukrainian pupils are enrolled in schools across Carlow and Kilkenny.

In Carlow there are 109 Ukrainian students in primary schools while there are 61 in post primary.

In Kilkenny there are 155 Ukrainian children enrolled in primary schools with 108 attending post-primary.

Nationally almost 14,000 Ukrainian children are currently enrolled in Irish Schools.

REALT- The REALT support posts have been sanctioned for a further period by the Department of Education and classes for adult students have resumed following the Christmas period.

Retirements

During 2022, 13 staff retired from KCETB. The service of these staff members will be marked at a later date. Sincerest gratitude was extended to all for their contribution to KCETB.

6.2 Schools

Director of Schools Pauline Egan presented the following report:

Teaching and Learning

- Term Two for schools began on Thursday 5 January 2023.
- **Teaching and Learning Workshops – Magenta Principles** - A series of workshops to enhance teaching and learning in our schools continues this academic year 2022/2023. Thirty-two teachers from our thirteen schools are in attendance. The third and final workshop takes place on Tuesday 17 January 2023.
- The third session of ***Integrating Restorative Practices training into our professional practice***, with 12 teachers involved, took place on 15 December with the next session taking place on 26 January.
- A **Digital Strategy for Schools** - Our ICT Digital Strategy Management Group met on 6 December 2022.
- A Deputy Principals Network Meeting took place on 13 December with a focus on Emerging Developments in SEN and SEN Mapping Provision. There was also a briefing from members of our Human Resources Department.
- Planning for Special Class provision – sanction for a 3rd ASD Special Class has been granted by NCSE for Coláiste Mhuire opening 2023/24, an autism/ASD Special Class for Duiske College for 2023/24 and a 2nd ASD Special Class for Grennan College for 2024/25.



State Examinations

Planning is underway in schools regarding arrangements for the State Examinations.

Circular S70/2022, S72/2022, Circular S76/2022 has issued to schools with respect to the following:

- The schedule of coursework completion dates and Naming Conventions for Coursework files
- Oral Examinations in Irish and Modern Foreign Languages for LC 2023
- Acceptance and Authentication of Coursework for the State Examinations

For the 2023 Leaving Certificate, the oral language examinations will be conducted, by SEC appointed examiners, in the Easter holiday period using the revised 6-day model to run from Saturday 1 April to Thursday 6 April (including Sunday). Two contingency days have been set aside on Wednesday 19 and Thursday 20 April.

The Schedule of Examination dates and Timetables for 2023 for the Leaving Certificate, The Leaving Certificate Applied and the Junior Cycle has now been issued to schools.

Upcoming CPD

KCETB TeachNimble Programme

Kilkenny and Carlow ETB have joined with H2 Learning and Microsoft Education to collaborate on the delivery of a professional learning programme to support teachers in KCETB to further enhance teaching, learning and assessment practices utilising digital technologies.

Certificate in Restorative Practice

This online programme running Wednesday evenings over 12 weeks starting 18 January 2023, is a collaboration between Kilkenny and Carlow ETB and the SETU. There are 19 participants on the programme this year.

Governance & Management

Admissions to Schools Update

Further to the Department of Education's distribution of the relevant documentation for the introduction of s.37 and s.67 of the Education Act 1998 re: admissions to all schools, Boards of



Management of our schools have to confirm to the Patron that they have updated their admissions policy.

Admission Policies have been updated to include the commitment of schools to co-operate with the National Council for Special Education in the performance by the Council of its functions including in particular the provision and operation of a special class or classes when requested to do so by the Council. The board noted and confirmed the updated admissions policy for each school.

Human Resources

- Career Break/Job share/Transfers forms have been issued to schools. The deadline for teacher applications is 1 February 2023.

Finance – A briefing for principals and deputy principals on KCETB revised financial guidelines took place on Thursday, 12 January.

The Director of Schools attended a meeting of the KCETB Audit and Risk Committee on 22 December and provided assurances regarding the systems of internal controls in schools.

6.3 Further Education and Training

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

Governance and Management

SOLAS Capital Applications: Following on from the announcement regarding capital investment for Grennan Equestrian Centre, a tender has been sent to the Evaluators for consideration. KCETB's successful College of The Future application for Kilkenny City, was announced by Minister Harris. SOLAS have written to formally confirm approval for this project to progress toward Decision Gate 1 (DG1) appraisal through preparation of a Preliminary Business Case (PBC) under the Public Spending Code.

A series of COTF workshops will be convened to assist in the development of the business cases, and a schedule of dates will be advised for 2023. Specific templates and guidance for the development of the business case will also be made available.

We are currently completing a site selection report which will be ready to submit to SOLAS later this month.



Purcellsinch Training Unit: The pre-tender cost estimate report was submitted to SOLAS on 15 December 2022.

SOLAS Strategic Performance Agreements: All ETB's Strategic Performance Agreements were launched in December by Minister Harris. The Strategic Performance Agreements specify each ETB's individual contribution to each of the national FET system targets, with the expectation of a 10% increase on the 2019 baseline statistics.

The KCETB ambition for 2022 – 2024 was set out as follows:

- Drive the FET College of the Future ambition, through plans to consolidate and integrate provision at Levels 5 and 6, establishing key College campuses in priority locations including Kilkenny and building on the strength of the state-of-the-art facilities in Carlow.
- Develop KCETB identity as a single brand. Utilise this to drive the Future FET ambition, building on the corporate online presence promotion currently in development.
- Drive development towards a unified tertiary system in partnership with SETU, ensuring enhanced progression pathways and co-development and co-delivery of degree programmes.
- Refocus on certification of learning at NFQ Levels 1-3 to address the decline during COVID.
- Develop and deliver TY modules in schools to encourage FET pathways and ensure a strong offering of a wide range of Level 5/6 options via the CAO linked site.
- Address the significant fall in provision related to Adult Literacy for Life by rebooting to pre-pandemic levels and progressing key actions.
- Lead innovative skills specialism initiatives, building on the expertise of KCETB to delivery on key skills needs, in areas including Professional Qualifications, ICT and Digital Marketing.
- Expand the KCETB craft apprenticeship footprint and continue to embrace opportunities to provide new apprenticeships.
- Continue to be a leader on green skills, rolling out the Level 4 module on sustainability which KCETB co-developed, encouraging all its learners to undertake the green eCollege module.
- Embed a centralised and consistent approach to learner support, including roll-out of the Fund for Students with Disabilities across all provision.

Human Resources

- Two new CTC managers are being appointed in Kilkenny and Carlow.
- A number of CEF positions are being recruited in the areas of Curriculum Development, Learner Well-Being Coordinator and Learning & Professional Development
- There are also Grade 3 vacancies across the FET service.

Teaching and Learning

Ukrainian Nationals ESOL provision: Over the holiday period Ukrainians have been accommodated in Thomastown and Knocktopher. English language classes will be scheduled for these groups as appropriate.

Night Classes: Night Classes are scheduled for Carlow Institute of Further Education and Training in January. Kilkenny City Vocational School classes are being scheduled for January also.

Other

Music Generation: Both Carlow and Kilkenny completed Christmas Concerts and Performances.

Overview of FET New Starters 2022 and 2021

	2022	2021
Adult Literacy Groups	776	853
Bridging and Foundation Training	64	0
BTEI Groups	1,115	1305
Community Education	4,730	3559
Community Training Centres	157	74
ESOL	1,722	77
Evening Training	7	0
FET Cooperation Hours	1,408	933
ITABE	73	109
Local Training Initiatives	55	45
Online eCollege	12	36
Other Funding	352	262
PLC	990	941
Recognition of Prior Learning	19	8
Refugee Resettlement		97



Skills for Work	80	44
Skills to Advance	384	292
Specialist Training Providers	19	10
Specific Skills Training	205	216
Traineeship Training	58	32
VTOS Core	141	130
Youthreach	44	51
Grand Total	12,411	9074

6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

Service Plan 2023

- The Service Plan 2023 will be prepared for submission to the Department by 28 February 2023.

Human Resources

Recruitment

The recruitment to Posts of Responsibility positions is well progressed in schools and centres and recruitment in respect of teaching positions is continuing.

In addition, Kilkeny and Carlow ETB is currently in the process of recruiting to the following positions:

- REALT Co-Ordinator
- CEF – Learning and Professional Development Co-Ordinator
- CEF – Programme Development Officer
- CEF – Learner Support and Wellbeing
- Special Needs Assistant Panel
- Clerical Officer (Grade III) Panel

Career Break and Job-Sharing Applications

Staff have been forwarded details in respect of the process and application forms to apply for Career Breaks and Job Sharing in the 2023-2024 academic year. The deadline for applications is the 1 February 2023 for teaching members of staff and 1 March 2023 for SNAs.

Official Language Act 2003

A percentage of all our job advertisements will be advertised as Gaeilge in accordance with Section 10A (Advertising by Public Bodies) of the Official Language Act 2003.

Corporate Services

Leases

- **Scoil Aireagail, Ballyhale, Use of field from Carmelite Friars - Term of Lease – 01.09.23 to 31.05.24**
- **Music Generation Kilkenny – Rental of Storage Space for Musical Instruments - Renewal of Lease – 01.06.23 to 31.05.24**
- **Ormonde College Kilkenny- Old Kilkenny City Presbyterian - Renewal of lease - Period of cover 02.06.2023 to 01.06.2025**
- **Ormonde College- PLC – (Hairdressing) Village Inn Business Centre, Kilkenny - Renewal of lease – Period of cover, 05.07.23 to 04.07.2025**

Capital Projects

1. **Grennan College, Thomastown** – discussions on the provision of an SEN unit are ongoing with DE.
2. **Borris Vocational School** – Stage 1 design proposals are being finalised.
3. **Kilkenny Schools Campus** - A meeting with the Department and project lead is scheduled for 17 January 2023.
4. **Gaelcholáiste Cheatharlach** - Stage 1 meeting with the Department and Design Team is scheduled for 18 January 2023.
5. **Coláiste Mhuire, Johnstown** - negotiations are continuing with the Department following the Stage 1 meeting on 14 December 2022.
6. **Scoil Aireagail, Ballyhale** - planning permission was received on 11 January 2023 and the design for the tender process will now be finalised.
 - An electrical upgrade under the Summer Works Scheme has been completed.
7. **Duiske College, Graiguenamanagh** - the replacement of pre-fabs is scheduled for completion in Spring 2023.
 - A construction tender for new SEN classroom will be issued shortly.
8. **FET Infrastructure Programme** - Grennan Equestrian Centre following approval for substantial capital works, a tender for surveys has issued.

Finance

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

Overdraft Facility

At its meeting on the 15 November 2022, the board considered the Chief Executive's proposal to seek consent of the Minister for Education to approve continuation of its overdraft facility. Sanction has been received from the Department of Education for an overdraft of €2,000,000 covering the period 7 December 2022 to 6 December 2023. Under Section 49 of the Education and Training Boards Act 2013, having regard to the directions of the Minister, the Chief Executive now requests the Board to accept proposal. This was proposed by Andrea Dalton, seconded by Laura Conheady and agreed.

Governance

Policy Management

The following policies are presented for noting:

- KCETB Data Processing Policy
- KCETB Retention Schedule of Personal Data
- KCETB Staff Travel Policy
- KCETB Cookie Policy
- KCETB Conflict of Interest Policy
- Risk Appetite Statement
- KCETB Firewall Policy
- KCETB Access Control Policy
- KCETB ICT Backup and Restore Policy
- KCETB ICT Framework Policy
- KCETB Phishing Awareness and Training Policy

7. Risk Management

1. Internal Audit

- a) The final Internal Audit Report on School Meals has been received and will be discussed by the Audit and Risk Committee in January.
- b) The final IAU Report on Local Training Initiatives has been received and will be discussed by the Audit and Risk Committee in January.
- c) The Internal Audit Report on Covid-19 Finance is with the IAU Director.
- d) The closing meeting for the Payroll HR Internal Audit took place on 10 January 2023.



- e) The Internal Audit on PLC and Co-operation hours is ongoing.

2. OCAG Audit 2021

- a) The OCAG Audit on the 2021 AFS is ongoing and certification had not been received by year end.
b) The senior auditor attended the Audit and Risk Committee meeting on 20 December 2022 confirming that delays in certification are due to issues in the OCAG.

3. Finance Consolidation Project

- a) ESBS Shared Services are to visit HQ and local centres to discuss the challenges in the operation of the new financial system.

4. Oversight Agreement and Performance Delivery Agreements

- a) The annual meeting to review the Oversight and Performance Delivery Agreements will take place on 23 February 2023.

5. Business Continuity Meeting

- a) The next Business Continuity meeting is scheduled for 20 January 2023.

8. (a) Minutes and Reports of Committees, and Boards of Management - for information/approval

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

8. (b) Report from ETBI Reserve Members Forum

No meeting of the ETBI Reserve Members forum took place due to bad weather.

8. (c) Report from Finance Committee

Report from the Finance Committee 14 December 2022 – Eddie Holohan, Mary Brennan, Deirdre Cullen and Sadie Aherne attended. Deirdre Cullen provided the following report:

A meeting of the Finance Committee took place on Wednesday 14 December at 4.30 pm in Seville Lodge, the Committee's activities included:

- Minutes of 26 October 2022 meeting
- Comprehensive Finance Report – year to date financial analysis and report
- Risk Management Report

- Policy Management Report
- Capital Report
- Contracts in excess of €50,000
- Review of Terms of Reference
- Health and Safety Report
- Business Continuity Report
- Review of Committee effectiveness - self-evaluation

8. (d) Report from Audit and Risk Committee

Report from the Audit and Risk Committee 22 November 2022 - Ger Mulvey, Mary Brennan, Patrick O'Neill and Andrea Dalton attended. Patrick O'Neill provided the following report:

A meeting of the Audit and Risk Committee took place on Tuesday 22 November at 4.30 pm in Unit 6 Danville. The planned venue was moved from Seville Lodge due to an electricity outage in Seville Lodge all day.

The agenda included:

- Minutes of 21 September 2022 meeting
- FET Service: The Committee met with Martha Bolger, Director of Further Education and Training and discussed the FET Audit Register, Risk Register and Assurance Declarations.
- ETBs Internal Audit Unit Work Programme: The Committee met with Michael Mullarkey, Director and David Walsh, Internal Auditor and discussed current and future Internal Audits. The IAU confirmed their commitment to undertaking three comprehensive audits each year and providing final reports in a timely manner.
- Risk Appetite Statement
- Input into IAU audit plan 2022/2023
- Risk Management Report
- Policy Management Report
- Capital Report
- Health and Safety Report
- Business Continuity Report
- Schedule of meetings for remainder of 2022/2023

Report from the Audit and Risk Committee 20 December 2022 – Ger Mulvey, Mary Brennan, Michael Delaney, PJ Leonard, Patrick O'Neill and Andrea Dalton attended. Patrick O'Neill provided the following report:

A meeting of the Audit and Risk Committee took place on Tuesday 20 December at 4.30 pm in the KCETB Office, Athy Road, Carlow.

The agenda included:

1. Minutes of 22 November 2022 meeting
2. Schools Service: The Committee met with Pauline Egan, Director of Schools and discussed the Schools Audit Register, Risk Register and Assurance Declarations.
3. OCAG: The Committee met with Ronan O' Regan, Senior Auditor and discussed the external audits on AFS 2020 and AFS 2021. The senior auditor confirmed that KCETB has a comprehensive System of Internal Control and no significant issues have arisen. Delays in certifying the audits within the required timeframe was due to internal OCAG issues.
4. Local Training Initiative (LTI) Audit
5. Risk Management Report
6. Policy Management Framework
7. Capital Report
8. Health and Safety Report
9. Business Continuity Report
10. Review of Terms of Reference
11. Review of Committee Effectiveness – self evaluation

The next meeting of Audit and Risk Committee is scheduled for Monday 23 January 2023

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

170123 – KCETB 01 Minutes of previous meeting(s)

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

Correspondence received and noted.

170123– KCETB 02 Chief Executive's Report

For adoption, including confirmation of the admissions policy for each school.

170123– KCETB 03 Corporate Services

Approve leases

170123– KCETB 04 Finance

For approval, including continuation of overdraft facility following ministerial consent



kcetb

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

170123– KCETB 05 Risk Management

For approval/adoption/noting

170123– KCETB 06 Report of Committees

For confirmation/adoption – 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 Clare Ryan and agreed.

10. Other Business with prior permission of the Chair

11. Date of next meeting

Tuesday 14 February 2023 at 3.30pm. This meeting will take place online.

Signed:

Date:

14/2/23

