



Kilkenny and Carlow Education and Training Board
Minutes
04 July 2023

Date: 04 July 2023
Time: 3.30pm
Venue: Online via Microsoft Teams

Attendance: Carmel Boyle, Tomás Breathnach, John Cahill, Mary Hilda Cavanagh, Deirdre Cullen, Andrea Dalton, Michael Delaney, Fidelis Doherty, Ger Frisby, John Hurley, Matthew Kenny, Thomas Kinsella, Caitlín Mhic Cárthaigh, Patrick O'Neill, Clare Ryan

Also in attendance: Chief Executive Eileen Curtis, Director of Further Education and Training Martha Bolger, Director of Schools Pauline Egan, Director of Organisational Support and Development Liam Scott, REALT Co-ordinator Colm Graham, Executive Support Caoimhe Byrne

Apologies: Fergal Browne, Peter Cleere, Laura Conheady, Eamonn Doheny, Jenny O'Regan Byrne, Noel Phelan

Vice-Chairperson Andrea Dalton 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. Congratulations was extended to Andrea Dalton on becoming Cathaoirleach of Carlow County Council for the coming year.

Co-option of Substitute Member

Adrienne Wallace is currently on a period of leave and a substitute member can replace her for the period of absence. The substitute nominee, John Cahill, was formally co-opted by the board as proposed by Mary Hilda Cavanagh, seconded by Ger Frisby and agreed.

3. Minutes of board meeting held on 16 May 2023

The minutes of the meeting held on 16 May 2023 had been circulated to board members in advance (Document 04072023 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Ger Frisby, seconded by Caitlín Mhic Cárthaigh and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 16 May 2023.

4. Matters arising from minutes

No matters arising.

5. Correspondence

Department of Education Circular Letters – to be implemented

- 0026/2023 - Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2023/2024 school year
- 0027/2023 - NQF Level 9 Graduate Diploma in Social Personal and Health Education/Relationships and Sexuality Education (SPHE/RSE) Programme 2024
- 0028/2023 - Arrangements for the implementation of the Framework for Junior Cycle with particular reference to the school year 2023/2024
- 0029/2023 - Brief Absences for Staff other than Persons employed as Teachers and Special Needs Assistants employed in Education and Training Boards
- 0033/2023 - Carer's Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools



Other Departmental correspondence – for information

- DoE - Publication of KCETB's Financial Statements for 2021

Other correspondence

- C&AG – Certification of KCETB's Financial Statements for year ending 31 December 2021

6. Chief Executive's Report

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

6.1 Corporate Governance and Administration

End of Year Exhibitions/Graduations/ Awards

A series of awards/graduations and exhibitions took place in schools and centres during May and June showcasing the talents, achievements and work of students across a range of areas. Congratulations were extended to all students and to their teachers and tutors for their work throughout the year. Following completion of the State and QQI examinations students were wished well on the next phase of their educational journey.

Annual Report/Chairperson's Comprehensive Report

The Department of Education have confirmed sign-off on the 2022 report with formal notification awaited.

Education Provision for Ukrainian Students/Adults

Kilkenny

- Primary School Enrolments: 169
- Post Primary School Enrolments: 119

Carlow

- Primary School Enrolments: 158
- Post Primary School Enrolments: 77



There has been a focus on engaging with primary schools to ensure that children in 6th class have secured school placements in post primary schools and where necessary have applied for their transportation.

There has been continued contact with schools informing them of the need for students to apply for transport when transitioning from primary to secondary school. Schools have been reminded to inform host families of the need to reapply for school transport for children in host accommodation. An Information note for School Principals regarding School Transport provision for students from Ukraine for the 2023/2024 school year issued in June 2023.

The Department of Education also issued updated correspondence to schools in regard to Supporting Ukrainian and International Protection students with special educational needs for the coming academic year.

REALT Meetings continue to take place on Microsoft Teams and our REALT Co-ordinator, Colm Graham presented to the Board with a briefing on KCETB Ukrainian supports.

ESOL provision has continued throughout the year with 985 Ukrainian students attending English language tuition at various centres during the academic year.

KCETB Newsletter

A copy of the e-Newsletter had been circulated to members and illustrates the broad range of activities in which KCETB is involved.

Regional Dialogue Meetings with DFHERIS

It was noted that a series of Regional Dialogue meetings have taken place around the country with ETB, Higher Education and industry representatives to discuss key skills needs and education responses across the region. The meeting for the South East Region took place in the SETU Arena, Waterford on 28 June. There was an input on the development of collaborative projects between Further Education and Higher Education and the importance of creating a diverse range of pathways for learners into the future. In addition, a comprehensive discussion on the policy changes and enablers required to support learners in both FE and HE also took place.

6.2 Schools

Director of Schools Pauline Egan presented the following report:

Teaching and Learning

The academic year concluded on 2 June for students with the completion of assessments for 1st, 2nd, 4th and 5th year students which took place the last two weeks of May. Students and staff were congratulated on their efforts throughout the academic year.

Junior Cycle and Leaving Certificate Examination 2023 have concluded in all schools. Students were congratulated and all students leaving school were wished well on their progression paths. The date for the Leaving Certificate results has been announced as 25 August 2023.

Professional Learning

A number of teachers attended the ETBI Middle Leaders Summer School *Supporting Middle Leaders: Nurturing Leadership for a Changing World* in University of Limerick on 22 - 24 June.

Professional Development Programmes for SNAs were delivered during June as follows:

- Children First E-Learning Programme
- Lámh (Introduction to sign language) Training
- Report Writing & Note Taking for SNAs
- Refresher of Restorative Practices for SNAs
- Diabetes Training
- Epilepsy Awareness Information Training for SNAs
- Occupational First Aid for New SNAs

School Governance

Inspections

An **Incidental Inspection** took place in the following:

- Kilkenny City Vocational School – 12 May 2023 (focusing on English as an Additional Language and Ukrainian supports)



Subject Inspections took place as follows:

- Tyndall College – Geography Inspection - April 2023
- Coláiste Cois Siuire– Art Inspection - April 2023

Planning for the New School Year 2023/24

- Teacher Vacancies - interviews are being completed for schools with recruitment for 2023/24 nearing completion.
- School Completion Carlow – A Project Worker panel has been created and is being utilised actively for specific activities in accordance with programme needs.
- NCSE have issued the Post Primary mainstream SET, SNA and Special Class Teacher allocations and these are currently being reviewed.

6.3 Further Education and Training

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

Capital Projects

- **Purcellsinch:** Tenders have been evaluated and a contractor is in the process of being appointed.
- **Grennan Equestrian:** Following a meeting with DFHERIS, SOLAS and the Design Team, a Master Plan for the site is being progressed.
- **FET College Kilkenny:** A revised site selection report has been submitted to SOLAS.

Recruitment: A number of positions are at varying stages of recruitment:

- Project Officer: Quality Assurance
- Authorised Officer for Apprenticeships
- Learning and Professional Development Co-ordinator
- BTEI Co-ordinator (Kilkenny)
- Resource Workers (2) to support ESOL provision

All other sanctions are pending.



Apprenticeship Conversion: Approximately 80 new instructor posts were approved countrywide across June to October 2021 for three apprenticeship programmes: Electrical, Plumbing and Carpentry and Joinery. All of these posts were approved on a fixed term basis for two years.

Following submission of a business case by SOLAS to DFHERIS, the department has provided approval for all of these posts to be moved to permanency.

KCETB was one of the ETBs that implemented an emergency response for Phase 2 Electrical which meant that there were three intakes of apprentices annually. KCETB welcomes this process in a tight labour market.

Results Approval: The Results Approval Meeting took place on 25 May. This was primarily for PLC, VTOS and Training students that have completed their programmes. 27 External Authenticators viewed 223 modules and 1267 sample portfolios and an update was provided on trends this year.

Strategic Performance Agreement Targets:

The mid-year position of KCETB under the various targets was set out with an update provided on progress in respect of the targets. FET learner numbers are up on the same period last year. Part-time programmes are attracting higher numbers, particularly Community Education and ESOL.

6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

Annual Report

KCETB Annual Report 2022 has been forwarded to the department in accordance with the regulatory deadline of 30 June 2023 under the Education and Training Boards Act 2013 and the Code of Practice for the Governance of ETBs 2019. The report was accompanied by the Chairperson's Comprehensive Report to the Minister.

Human Resources

Recruitment

The bulk of teaching recruitment has now taken place in respect of 2023-2024 academic year and recruitment for a number of leadership positions is ongoing.



Recruitment is current taking place in respect of the following positions in Kilkenny and Carlow ETB:

- Learner and Wellbeing Co-ordinator
- Senior Training Advisor
- Project Officer (Quality Assurance)
- BTEI Co-Ordinator
- ESOL Resource Workers x 2
- KCETB is currently in the process of advertising for Special Needs Assistant positions within the Scheme.
- A Clerical Officer Panel (Grade III) is currently being created in respect of vacancies that may arise.
- An Assistant Staff Officer Panel (Grade IV) has been created in respect of vacancies that may arise.

Corporate Services

Leases

- **Seville Lodge - Increase in Annual Rent Cost** – backdated to October 2020 when the canteen/meeting room was leased during the Covid-19 pandemic.
- **Unit 1B Burrin Street, Carlow, BTEI Carlow** - Renewal of lease – Term of lease - 01.12.23 to 30.11.24
- **Burrin Street, Carlow, BTEI Carlow, Carlow Community Education / Youth Office** - Renewal of lease – Term of lease - 01.01.24 to 31.12.24
- **1A Burrin Street, Carlow, Carlow Adult Guidance** – Term of Lease – 01.01.24 to 31.12.24
- **VTOS Kilkenny** - Term of Lease - 01.01.24 to 31.12.24

Capital Projects

1. **Grennan College, Thomastown** – discussions are being finalised regarding school requirements for the approved extension and SEN Unit.
2. **Borris Vocational School** – Stage 1 design proposals for the new extension have been discussed with KCETB and Borris Vocational School.
 - Carlow County Council have responded to queries submitted.



- The temporary accommodation contractor has commenced works onsite and they are scheduled for completion in August.
- 3. **Kilkenny Schools Campus** – KOBW Consulting Architects have been appointed as the new design team project lead.
- 4. **Gaelcholáiste Cheatharlach** – revised plans and costings have been submitted to the department.
- 5. **Coláiste Mhuire, Johnstown** - negotiations are ongoing with the Department regarding design options.
- 6. **Scoil Aireagail, Ballyhale** – works on the school extension will proceed following the approval of Task Order 2 by the DoE.
- 7. **Duiske College, Graiguenamanagh** – sanction to proceed with the purchase of a modular SEN unit has been received from the department and works will commence shortly.
 - An application for minor emergency works for Duiske College has been partially approved.
- 8. **Abbey Community College** – sanction for emergency roof repairs on the sports hall and Teach Mhuire and replacement of the boiler have been received.
- 9. **Coláiste Eoin** – negotiations are ongoing with the department regarding additional accommodation requirements and roof repair project.
- 10. **FET Infrastructure Programme, Ormonde College** – a contract for architectural conservation services is being negotiated.
- 11. **FET Infrastructure Programme, Grennan Equestrian Centre** – a masterplan is being prepared for submission to the department.
- 12. **FET Infrastructure Programme, Purcellsinch** – construction tenders for fit-out of electrical apprenticeship workshops have been submitted to SOLAS and have been approved.
- 13. **FET Infrastructure Programme, FET College of the Future** – a further report on site options has been submitted.

Finance

The income and expenditure report to the end of May 2023 was presented.

Purchase Card Facility

Approval from the Board was sought for Purchase Card Facilities.

7. Risk Management

1. Internal Audit

- a) The Audit Plan for 2023 has been agreed with the IAU-ETBs:



- Apprenticeships programme
 - Follow up – Local Training Initiatives (LTI); deferred to 2024 at request of IAU
 - Health and Safety
 - b) The Payroll HR Internal Audit report is being prepared by IAU-ETBs.
 - c) The Internal Audit on PLC and Co-operation hours is ongoing.
- 2. OCAG Audit 2021**
- a) The OCAG Audit on the 2021 AFS has been finalised by the OCAG and have been laid before the Houses of the Oireachtas.
 - b) The management letter has not been received to date.
- 3. OCAG Audit 2022**
- c) The OCAG Audit on the 2022 AFS has commenced and is scheduled for completion in September.
- 4. Finance Consolidation Project**
- a) KCETB continue to develop Shared Services finance systems with ESBS.
 - b) SUN is scheduled to replace SAP for contracted training by September.
- 5. Climate Action**
- a) In accordance with 2030 Public Sector targets, KCETB is mandated to reduce greenhouse gas emissions by 51% and improve energy efficiency by 50%.
 - b) Net-zero greenhouse gas emissions is required by 2050.
 - c) Work has commenced on a Climate Action Framework for KCETB.
 - d) ETBI are to provide a template strategy for ETBs in September.
- 6. Cyber Security**
- KCETB are working with ETBI and IPB to minimise Cyber-security risk.
KCETB have acquired Cyber Security Insurance from IPB.

8. Nominations to ETBI Conference

The ETBI Annual Conference is taking place in City Hall, Cork on 27 - 28 September. Nominations were sought from the Board of up to 5 delegates to the conference. The following members were nominated:

1. Mary Hilda Cavanagh
2. Ger Frisby



It was agreed that other members would submit their names by email following consideration. The nominations were proposed by Caitlín Mhic Cárthaigh, seconded by Deirdre Cullen and 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 gave a report from the latest ETBI Reserve Members forum meeting.

9. (c) Report from Finance Committee

There was no meeting of the Finance Committee since the last meeting of the Board.

9. (d) Report from Audit and Risk Committee

There was no meeting of the Audit and Risk Committee since the last meeting of the Board.

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

040723 - KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 16 May 2023. The minutes will be published online.

Correspondence received and noted.

040723 - KCETB 02 Chief Executive's Report

For adoption

040723 - KCETB 03 Corporate Services

Approve leases

040723 - KCETB 04 Finance

For approval, including purchase cards

040723 - KCETB 05 Risk Management



For approval/adoption/noting

040723 - KCETB 06 Report of Committees

For information – BOM minutes

Unless stated previously the above items were adopted by the board as proposed by Fidelis Doherty seconded by Mary Hilda Cavanagh and agreed.

11. Other Business with prior permission of the Chair

12. Date of next meeting

Tuesday, 19 September 2023 at 3:30pm. The meeting schedule for the next year was circulated with the meeting documents.

12. REALT Presentation

Colm Graham, REALT Co-ordinator provided a presentation on Education and Language Supports for Ukrainian Students and Adults.

Signed:

Fidelis Doherty

Date:

19/9/23