

Kilkenny and Carlow Education and Training Board
Minutes
16 May 2023

Date: 16 May 2023
Time: 3.30pm
Venue: Seville Lodge, Callan Road, Kilkenny

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

Apologies: Thomas Kinsella, Patrick O'Neill, Liam Scott

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. Congratulations was extended to Music Generation Carlow who provided music at one of the receptions for President Biden on his recent visit.

3. Minutes of board meeting held on 21 March 2023

The minutes of the meeting held on 21 March 2023 had been circulated to board members in advance (Document 160523 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Clare Ryan, seconded by Caitlín Mhic Cárthaigh and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 21 March 2023.

4. Matters arising from minutes

No matters arising.

5. Correspondence

Department of Education Circular Letters – to be implemented

- 0018/2023 - Special Needs Assistant Allocation 2023/24
- 0019/2023 - Prescribed Material for the Leaving Certificate English Examination in 2025
- 0020/2023 - Prescribed Material for the Leaving Certificate Examinations in 2025
- 0022/2023 - Standardised Testing 2023
- 0023/2023 - Scheme for the Award of Incremental Credit to Post Primary Teachers who have prior service as a Youthreach Resource Person or a Youthreach Co- Ordinator
- 0025/2023 - Voluntary Search and Rescue Leave for Registered Teachers employed in Recognised Primary and Post Primary Schools

Other Departmental correspondence – for information

- Circular to support SME Participation in Public Procurement

Other correspondence

- IPB – Notice of IPB AGM 2023
- IPB – IPB Insurance Members Commercial Dividend
- SOLAS – KCETB 2023 Devolved Capital Funding Allocation

- SOLAS – Reach Funding 2023
- SOLAS – 2023 FET Approved Funding Allocation

6. Chief Executive’s Report

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

6.1 Corporate Governance and Administration

Education Services for Ukrainian Refugees

School Enrolments as at 3 May 2023:

Kilkenny

- Primary School Enrolments: 166 (decrease of 6)
- Post Primary School Enrolments: 120 (increase of 3)

Kilkenny city has limited capacity, primary placements are being sourced outside of the city and are transport dependent.

Carlow

- Primary School Enrolments: 147 (increase of 23)
- Post Primary School Enrolments: 76 (increase of 7)

Carlow school places are limited and are class and age dependent.

Correspondence from the Department of Education issued to schools recently regarding school transport for 2023/24. There is a separate application process for new Ukrainian arrivals, however existing Ukrainian students enrolled in schools for 2022/23 will roll over for 2023/24.

A new cohort of Ukrainians have arrived in Carlow and are currently being assessed.

Annual Financial Statements 2022

Following their adoption by the board the 2022 financial statements have been submitted in the required format and on time.



FET Approved Funding 2023

SOLAS has approved a budget allocation of €27.5 million for the year with the funding requirements set out in the FARR4 funding report for the ETB. A meeting to discuss same took place on 4 April with Andrew Brownlee and Nessa White, SOLAS. The shortfall in funding was outlined to members and it was agreed to raise the matter with DFHERIS.

6.2 Schools

Director of Schools Pauline Egan presented the following report:

Teaching and Learning

The focus in schools has turned to planning for assessment with in-house assessments for 1st, 2nd, 4th and 5th year students taking place the last two weeks of May.

State Examinations

Leaving Certificate Engineering, Construction, LCVP and Art practical examinations took place last week in all schools.

Students and staff were congratulated on their efforts throughout the academic year and all students were wished well in their assessments. Students leaving school were wished well on their educational journey.

Professional Learning

Certificate in Restorative Practice - This programme concluded on 26 April. This programme was a collaboration between Kilkenny and Carlow ETB and the SETU and 18 participants completed the programme. The feedback was very positive and a further iteration of the Certificate in Restorative Practice will run during the academic year 2023/24.

KCETB SEN Community of Practice - The inaugural SEN Community of Practice took place on 3 May facilitated by Dr. Johanna Fitzgerald (MIC) and Inclusion Coach Linda Mc Cormack with a particular CPD focus on Student Support Planning.

KCETB Leadership Development Programme 2022/23

This programme delivered by Dr. Joe O' Connell, aims at building the leadership capacity of the Assistant Principal (AP1) teams in our schools to support and work collaboratively with principals and deputy principals, continued during this term. Many schools engaged with Joe for



the post of responsibility reviews. It is hoped that the leadership programme will continue to be run in schools/colleges for the coming academic year 2023/24.

The second ETBI Summer School for middle leaders entitled ***Supporting Middle Leaders: Nurturing Leadership for a Changing World*** takes place in University of Limerick from 21 to 23 June 2023. A number of KCETB Teachers are attending.

Governance and Management of Schools

Inspections

Incidental inspections - incidental inspections with a Special Education Needs (SEN) focus took place in the following schools:

- Scoil Aireagail – 19 April 2023
- Abbey Community College – 27 April 2023

Subject Inspections have taken place as follows:

- Grennan College – Geography Subject Inspection – 24 and 25 April 2023
- Coláiste Pobail Osraí – Gaeilge Subject Inspection- 26 and 27 April 2023
- Coláiste Eoin – Science (Junior Cycle) Subject Inspection – 4 May 2023

ETBI Seminars - ChatGPT: Implications for Schools webinar took place on 18 April.

- **Legal Updates for schools** took place on 28 April.

Curricular Planning for the 2023/2024 year - Curricular appeals applications have been submitted to the Department of Education. Five EAL (English as an Additional Language) applications: for Kilkenny City Vocational School, Tyndall College, Grennan College, Scoil Aireagail and Coláiste Eoin were submitted to the Department of Education for consideration.

Recruitment

Staff planning for the 2023/2024 school year is ongoing.

The recruitment process for teaching positions for the 2023/24 academic year has commenced. 48 vacancies have been advertised to date.

6.3 Further Education and Training

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

SOLAS Capital Projects

- **Purcellsinch:** Tenders have been submitted for fit out and works and are currently being evaluated. A Tender Report will now be submitted to SOLAS for approval to proceed to Decision Gate 3.
- **Grennan Equestrian:** Following a meeting with DFHERIS, SOLAS and the Design Team a Master Plan for the site is currently being prepared.
- **FET College Kilkenny:** An addendum to the site selection report was submitted recently, detailing the rationale behind the reasons for excluding some of the sites. A meeting was held with KCETB, Kilkenny County Council, DFHERIS representatives and SOLAS on 12 May to discuss site availability.

SOLAS Meeting: A dialogue meeting occurred on 4 April with SOLAS – Andrew Brownlee, Nessa White, Eileen Curtis and Martha Bolger. The meeting discussed the FET College proposal, Devolved Capital, FET Budgets and staffing.

Recruitment: The following sanctions were recently received:

- Grade 4 for ESOL
- 2 ESOL Resource Workers
- 1 AEO (continuation of existing post)
- All other sanctions are pending

DSP Meeting: A meeting was held with DSP and KCETB to discuss the revised protocol document. Current LTU figures stand at approximately 2,500 for Carlow and approximately 2,500 for Kilkenny. A further meeting is required to focus on some priority groups/actions for the initial lifetime of the protocol.

Tertiary Planning: A number of ETBs are involved with Technological Universities to develop and deliver new tertiary programmes. A second phase of this initiative will launch later this year. Initial discussions have taken place with centres to scope the types of programme that we might be able to co-develop and deliver. The National Tertiary Officer has been invited to give a briefing regarding this on 24 May.



Refugee Update: Carlow County Council have agreed to settle 129 refugees from Lebanon and Jordan. Resource workers will also be appointed to assist with integration. FET services will liaise with the new arrivals regarding their education needs.

Youthreach Carlow premiered a film from Outlandish Theatre Platform and Take A Part Carlow. This was a great achievement for the students and staff in the centre.

Assessments/End of year Exams: Preparations are underway in all centres for end of year assessments. A number of learners from Youthreach will sit the Leaving Certificate and Leaving Certificate Applied. Best wished were extended to all learners. The Results Approval Process Meeting will be held on 25 May.

Youth Grants: The following DCEDIY grants have been awarded:

- The **Inclusion Grant for Displaced Young People** was awarded to Foroige to assist young people engage in their service: €5,000.
- The **Integration Grant** aims to assist Ukrainians to engage with Youth Services in Carlow and Kilkenny.

Name of Organisation/Club	Amount Allocated
Carlow Regional Youth Services	€18,875
Ossory Youth Services	€18,875
Kilkenny No Name Club	€750
Twilight Youth Inclusion Group Kilkenny	€750
Ballyragget Youth Club	€750
Total Allocation:	€40,000

- **2023 Local Youth Club Grant Scheme 2023 (LYCGS):** 27 clubs and groups were successful in their applications for funding through this scheme. The total amount allocated for 2023 is €77,710.

Carlow

- 3 x Scouting Ireland
- 2 x Foroige
- 3 x Irish Girl Guides
- 1 x Girls Friendly Society
- 1 x Down Syndrome Carlow

Kilkenny

- 5 x Scouting Ireland
 - 3 x Foroige Clubs
 - 1 x Irish Girl Guides
 - 6 x Ossory
 - 1 x Youth Theatre
 - 1 x No Name Club Kilkenny
- **DCEDIY Capital Funding Scheme** for small to medium capital grants for DCEDIY funded youth projects under the following schemes:
 - UBU Your Place Your Space Funding Scheme
 - Youth Information Centre Funding Scheme

Total Funding Available	€46,392
Total value of Ossory UBU Project applications	€9,340
Total value of CRYS UBU Project applications	€25,509.48
<i>Projects recommended for funding:</i>	
Gateway UBU Project:	€9,340
Carlow Town UBU Project:	€11,092.99
Tullow and Environs UBU Project:	€7,092.18
Bagenalstown and S. Carlow Project:	€7,324.31
Total Expenditure:	€34,848.48
Balance for youth club available (under youth club equipment grant)	€11,543.52

6.4 Organisational Support and Development

Chief Executive Eileen Curtis presented the following report:

Service Plan 2023

- The Service Plan 2023 was submitted to the Department prior to the deadline date of 1 March 2023.

Human Resources

Recruitment

- Teacher recruitment for the 2023-2024 academic year has commenced. Selection Board interviews are taking place in-person.
- Contracts of Indefinite Duration and additional CIDs have been issued to all relevant teaching staff.

Corporate Services

Leases

No leases for consideration at this meeting.

Capital Projects

1. **Grennan College, Thomastown** – formal sanction is due from DE for an extension and SEN Unit.
 - sanction has been received for a temporary SEN unit.
2. **Borris Vocational School** – Stage 1 design proposals for the new extension are being finalised.
 - The temporary accommodation contractor will commence work following the state exams and works are scheduled for completion for the new academic year.
3. **Kilkenny Schools Campus** – Assessment of tenders for the design team project lead took place on 15 May 2023.
4. **Gaelcholáiste Cheatharlach** – revised plans will be submitted to the DE shortly.
5. **Coláiste Mhuire, Johnstown** - negotiations are ongoing with the Department regarding design options.
6. **Scoil Aireagail, Ballyhale** – costings for the provision of additional accommodation are being discussed with the department.
7. **Duiske College, Graiguenamanagh** – sanction to proceed with the purchase of a modular SEN unit is due from the department.
8. **Abbey Community College** – sanction for emergency roof repairs on the sports hall and replacement of the boiler have been received.
9. **FET Infrastructure Programme, Ormonde College** – a tender for architectural conservation services has been advertised.



10. **FET Infrastructure Programme, Grennan Equestrian Centre** – a masterplan is being prepared for submission to the department.
11. **FET Infrastructure Programme, Purcellsinch** – construction tenders for fit-out of electrical apprenticeships are being assessed.
12. **FET Infrastructure Programme, FET College of the Future** – a meeting with Kilkenny Council/DFHERIS/SOLAS to discuss site options took place.

Finance

The income and expenditure report to the end of April 2023 was presented. The income and expenditure report were proposed by Mary Hilda Cavanagh, seconded by Fidelis Doherty and agreed.

7. Annual Report 2022

Annual Report

The draft Annual Report 2022 and Chairperson Comprehensive Report was prepared and presented to the board for adoption as required under the Code of Practice for the Governance of ETBs. The Annual Report and accompanying documentation were proposed by Peter Cleere, seconded by Clare Ryan and agreed.

8. Risk Management

1. Internal Audit

- a) The Audit Plan for 2023 has been agreed with the IAU-ETBs:
 - i. Apprenticeships programme
 - ii. Follow up – Local Training Initiatives (LTI)
 - iii. 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 just been finalised by the OCAG.
- b) KCETB has requested an earlier audit in 2023.

3. Finance Consolidation Project

- a) ESBS Shared Services visited HQ and local centres and discussed the challenges in the operation of the new financial system.



b) KCETB and ESBS are analysing possible improvements.

4. Business Continuity Meeting

a) The next Business Continuity meeting is scheduled for 26 May 2023.

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

160523 - KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 21 March 2023. The minutes will be published online.

Correspondence received and noted.

160523 - KCETB 02 Chief Executive's Report

For adoption

160523 - KCETB 03 Corporate Services

Approve leases (no leases for consideration at this meeting)

160523 - KCETB 04 Finance

For approval



160523 - KCETB 05 Risk Management

For approval/adoption/noting.

160523 - KCETB 06 Annual Report 2022

For adoption

160523 - KCETB 07 Report of Committees

For confirmation/ adoption

For information – BOM minutes

Unless stated previously the above items were adopted by the board as proposed by Deirdre Cullen seconded by Tomás Breathnach and agreed.

11. Other Business with prior permission of the Chair

12. Date of next meeting

Tuesday, 4 July 2023 at 3:30pm, online.

Signed:

Date: 4/7/23