

Kilkenny and Carlow Education and Training Board
Minutes
16 January 2024

Date: 16 January 2024
Time: 3.30pm
Venue: Carlow Institute of Further Education and Training, Kilkenny Road, Carlow

Attendance: Fergal Browne, Tomás Breathnach, Mary Hilda Cavanagh, Peter Cleere, Laura Conheady, Deirdre Cullen, Andrea Dalton, Fidelis Doherty, Ger Frisby, John Hurley, 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 Organisational Support and Development Liam Scott, Director of Schools Pauline Egan, Executive Support Caoimhe Byrne

Apologies: Carmel Boyle, Matthew Kenny, Noel Phelan, Adrienne Wallace
The return to the board of Adrienne Wallace was welcomed and thanks was extended to John Cahill for his participation during the period of leave.

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 Kilkenny City Vocational School on winning the All Ireland Volleyball competition and to the students of Tyndall College on their award in the Young Scientist competition.

3. Minutes of board meeting held on 21 November 2023

The minutes of the meeting held on 21 November 2023 had been circulated to board members in advance (Document 16012024 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Mary Hilda Cavanagh, seconded by Peter Cleere and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 21 November 2023.

4. Matters arising from minutes

No matters arising.

5. Correspondence

Department of Education Circular Letters – to be implemented

- 0058/2023 - Force Majeure Leave and Illness in Family Leave for Registered Teachers employed in Recognised Primary and Post Primary Schools
- 0059/2023 - Domestic Violence Leave for Registered Teachers employed in Recognised Primary and Post Primary Schools
- 0060/2023 - Domestic Violence Leave for Special Needs Assistants employed in Recognised Primary and Post Primary Schools
- 0062/2023 - Payment of Tool Allowance to Craft Workers – 2023
- 0063/2023 - Domestic Violence Leave for staff other than persons employed as Teachers and Special Needs Assistants employed in Education and Training Boards
- 0064/2023 - Revised Domestic Subsistence Allowances effective from 14th December 2023 payable to Staff in Education and Training Boards (ETBs) and Members of ETBs and of ETB Statutory Committees



- 0001/2024 - Cost of living measure to support increased school running costs in 2024
- 0004/2024 - Extension to the Waiver of Abatement of Public Sector Pensions under Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Other Departmental correspondence – for information

- DoE – Overdraft Facility for Kilkenny and Carlow ETB

Other correspondence – for information

- C&AG – KCETB 2021 Management Letter
- IPB - ETB Music Generation Musical Instruments Fund 2024-2025
- IAU - ICT Sectoral Report
- SOLAS - KCETB FET Programme Balancing Process 2023
- SOLAS - 2024 FET Planning Documentation
- SOLAS - Kilkenny and Carlow ETB Strategic Performance Agreement 2022-2024 Formal Review

6. Chief Executive's Report

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

6.1 Corporate Governance and Administration

The following were noted:

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 has been circulated to all members and these forms must be returned by 24 January 2024.

Approval of Service Plan

Approval of the annual Service Plan for 2024 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 2024 is scheduled for Tuesday 20 February 2024.



Approval of Annual Financial Statements

Approval of the draft Annual Financial Statements 2023 will take place at the March meeting on Tuesday 19 March 2024.

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 2023

A separate report on the Service Plan for 2023 was circulated with progress on priorities and actions undertaken outlined to members.

DE/ DFHERIS Updates

It was reported that a series of meetings took place in December with both departments to discuss the staffing and administration of ETBs particularly given the increase in the level of core services and in schools and further education and training. Work is ongoing with DFHERIS in regard to an appropriate organisational design for an overall FET Service to reflect the increased scope and scale of provision and the transformation agenda required in FET. In addition, the DE have proposed a review of the OSD staffing in ETBs with a view to identifying priority areas for consideration. It is hoped that these discussions will result in a more appropriate organisational design for ETBs.

Infrastructural Projects

It was reported that substantial work is ongoing to progress all building projects, with recent sanction for an additional extension in Grennan College and the appointment of a Design Team to Duiske College, to scope out significant refurbishment work in the school through the DE Modular Framework. A follow up meeting with the Design Team took place on 8 January.

Ukrainian Supports Update

The DE has notified ETBs that provision under the REALT programme has been extended to 31 December 2024.

There are currently 605 Ukrainian children enrolled in schools in our region, 330 are enrolled in Kilkenny and 275 in Carlow. The breakdown is as follows:

	Kilkenny	Carlow	TOTAL
Primary	186	174	360
Post Primary	144	101	245
Total	330	275	605



A REALT Meeting took place on 13 December.

The arrival of Ukrainian families to our region has slowed down significantly.

REALT- The REALT Co-ordinator post has been advertised and Madailín Mhic Lochlainn is providing cover in the role in the interim.

6.2 Schools

Director of Schools Pauline Egan presented the following report:

Teaching and Learning

- Term Two for schools began on 8 January.
- **Teaching and Learning Workshops – Magenta Principles** - A series of workshops to enhance teaching and learning in our schools continues this academic year 2023/2024. Twenty-eight teachers from our thirteen schools are in attendance with the final workshop on 17 January 2024.
- The third session of *Integrating Restorative Practices training into our professional practice*, with 12 teachers involved takes place on 18 January. The third day of training for School Leaders completing the Certificate in Restorative Practice takes place on 25 January.
- The Certificate in Restorative Practice running on Wednesday evenings online over 12 weeks starting 10 January 2024, is a collaboration between Kilkenny and Carlow ETB and the South East Technical University. There are 23 participants on the programme this Spring.
- **The ETBI Principals' and Deputy Principals' Conference** entitled *Leading for Excellence in Learning* takes place on the 1 and 2 February 2024.
- Planning for Special Class provision – sanction for two ASD Special Classes has been granted by NCSE for Coláiste Cois Siúire opening in 2025/26.

State Examinations

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



The timetables for the 2024 Leaving Certificate, Leaving Certificate Applied and Junior Cycle examinations have been published and details were outlined.

Governance & Management

Confirmation of nominees to the following Boards:

Peter Cleere – Chairperson, Borris Vocational School Board of Management.

Susan Power and John Luttrell (Teacher nominees) and Martin Gordan (Community Nominee), Coláiste Cois Siúire, Board of Management.

Jenny O'Regan Byrne (Community Nominee), Coláiste Eoin, Board of Management.

The nominations were agreed by the board on the proposal of Peter Cleere and seconded by Tommy Kinsella.

Human Resources

Career Break/Job share/Transfers forms were issued to schools before Christmas and the deadline for applications is 1 February 2024.

6.3 Further Education and Training

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

Governance

Capital Projects

A Preliminary Business Case was submitted to SOLAS on 12 January, as part of the application for capital funding for Kilkeny College of Further Education and Training. This is a requirement to progress to the next stage.

Purcellsinch: Construction is ongoing at Unit M, Purcellsinch for additional Phase 2 Electrical Apprenticeship provision.

Ormonde College: A schedule of works is underway including repair of the railings, upgrading to LED lighting and repairs to the fire escape.

Budgets / Funding: Notification has been received of preliminary funding for 2024. The draft allocation, subject to additional funding bids and approval by SOLAS was noted.



Teaching and Learning

Teacher Allocation for 2024/25: The initial teacher allocation has been received and is 80.99wte and is based on the PLC October returns for 2023.

Data and Targets

A review of the year end data on the Strategic Performance Agreement targets for 2023 was provided with Key Skills highlighted for further focus in 2024. The Green Skills Target was achieved with 2,268 participants.

Other service updates

Apprenticeship EXPO: On January 29 KCETB is hosting an Apprenticeship Exhibition at Lyrath Hotel. This exhibition will feature over 30 companies (national and regional) as well as consortia who are currently recruiting for apprentices. Registration for the EXPO is currently open via EventBrite.

Music Generation: IPB are renewing the Musical Instrument Fund for Music Generation projects. KCETB will receive €12,500 over a 2-year period.

Both Music Generation Programmes held Gala Concerts on 15 December last in Kilkenny and Carlow and thanks was extended to the Chairperson, Cllr Fergal Browne for his attendance at the concert in Carlow.

UBU (Your Place Your Space Funding Applications Assessment & Approval in Principle 2024): The Department of Children, Equality, Disability, Integration and Youth (DCEDIY) has carried out a review of UBU Your Place Your Space scheme applications and recommendations submitted by KCETB. The provisional funding allocation was provided to members.

6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

Human Resources

Recruitment

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



In addition, it was further noted that Kilkenny and Carlow ETB is currently in the process of recruiting to the following positions:

- REALT Co-Ordinator
- VTOS Co-Ordinator, Carlow
- Special Needs Assistant Panel
- Clerical Officer (Grade III) Panel

Appointments

- Jennifer Collins has been appointed as Deputy Principal, College of Further Education and Training, Kilkenny.

Career Break and Job-Sharing Applications

Staff have been forwarded details in respect of the process and application form to apply for Career Breaks and Job Sharing in the 2024-2025 academic year. The deadline for applications is the 1 February 2024 for teaching members of staff and 1 March 2024 for SNAs.

Corporate Services

Leases

No Leases.

Capital Projects

1. **Grennan College, Thomastown**
 - Sanction for a new extension has been agreed.
2. **Borris Vocational School**
 - The design for a school extension has been submitted to the DE.
 - A submission for emergency roof repair works is being prepared.
3. **Kilkenny Schools Campus**
 - Meetings on the final design are ongoing between KCETB, CPO, KCVS and the project lead.
 - A tender for enabling works is being prepared.
4. **Gaelcholáiste Cheatharlach**
 - The Stage 2a detailed design is being developed.
5. **Coláiste Mhuire, Johnstown**

- The detailed design and project schedule is being prepared.
- An asbestos survey has been commissioned.
- 6. Scoil Aireagail, Ballyhale**
 - Construction of the additional accommodation is ongoing with the project scheduled for completion in March 2024.
- 7. Duiske College, Graiguenamanagh**
 - Emergency works on the roof, floor covering, and sewerage works have been completed.
 - A meeting with the Project Manager and the Design Team to identify viable solutions to replace existing accommodation and provide increased accommodation took place on 8 January 2024.
- 8. Abbey Community College**
 - A construction tender for roof repairs is being prepared.
- 9. Coláiste Eoin, Hacketstown**
 - A submission for prefab replacement and new accommodation has been submitted.
- 10. FET Infrastructure Programme, Ormonde College**
 - Roof repairs are nearing completion.
- 11. FET Infrastructure Programme, Grennan Equestrian Centre**
 - Negotiations regarding refurbishment and replacement of classrooms are ongoing.
- 12. FET Infrastructure Programme, Purcellsinch**
 - Construction is ongoing and is scheduled for completion in December 2024.
- 13. FET Infrastructure Programme, FET College of the Future**
 - Preliminary Business Case has been submitted.
- 14. PV Panels**
 - PV panels have been sanctioned for Kilkenny schools and preliminary work in relation to this is ongoing.

Finance

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

Overdraft Facility

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

At its meeting on 21 November 2023, 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 2023 to 6 December 2024. Under Section 49 of the Education and Training Boards Act 2013, having regard to the directions of the Minister, the Chief Executive requested the Board to accept proposal. The overdraft facility, duly sanctioned, was proposed by Mary Hilda Cavanagh, seconded by Caitlín Mhic Cárthaigh and agreed.

Governance

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 2023 Board evaluation was facilitated by external consultant Hugh Sullivan of Crowe Consulting at the meeting on 21 November 2023 and a presentation on Board Governance and responsibilities was also delivered.

The board discussed the self-evaluation for 2023 in the context of the Code of Practice for the Governance of ETBS, the presentation from Crowe Consulting as circulated, and subsequent analysis.

The Board Review of Effectiveness was proposed by Thomas Kinsella, seconded by Peter Cleere and agreed, based on the above discussions and the report circulated for the meeting.

8. Risk Management

1. System of Internal Control

- a. The Audit and Risk Committee (ARC) has scheduled meetings to consider the System of Internal Control including Risk Register, Audit Registers and Assurance Declarations.
- b. The ARC met with the OSD Directorate in December 2023 and will meet the Chief Executive and FET and Schools Directors in January and March.

2. Health and Safety

- a. The IAU has commenced on audit on Health and Safety.

3. Cyber Security

- a. Cyber Security is a major risk and all public sector bodies are required to achieve the National Cyber Security Council baseline standards of 2022. KCETB is undertaking considerable work in this area in conjunction with ETBI and IPB.

4. OCAG Audit 2022

- a. The management letter for the external audit conducted in 2022 on AFS 2021 was received from the OCAG on 14 December 2023.



5. OCAG Audit 2023

- a. The audit certificate for external audit 2023 on AFS 2022 was received on 5 December 2023.

6. Internal Audit

- a. An IAU-ETBs audit on the FET apprenticeship programme is ongoing at present.
- b. The opening meeting for an audit on Health and Safety took place on 29 November 2023 with site visits carried out on 9 and 10 January 2024.
- c. The closing meeting on the internal audit on PLC and Co-op hours took place on 4 December 2024.

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 noted that the ETBI Reserve Members Forum meeting was rescheduled.

9. (c) Report from Finance Committee

A meeting of the KCETB Finance Committee took place at KCETB HQ, Athy Road, Carlow on 13 December 2023.

Members Present:

Chairperson Eddie Holohan, Sadie Aherne, Mary Hilda Cavanagh and Mary Brennan.

In attendance:

Director of OSD Liam Scott and Head of Finance Linda O'Brien.

The Committee considered and approved the followed agenda items:

- Risk Management Report
- Executive Report
- Service Plan Report and Service Plan Working Papers
- Review of Committee's self-effectiveness

The next meeting of the Finance Committee is scheduled for 16 February 2024.

9. (d) Report from Audit and Risk Committee

A meeting of the KCETB Audit and Risk Committee took place at KCETB HQ, Athy Road, Carlow on 18 December 2023.

Members Present:

Chairperson Gerard Mulvey, PJ Leonard, Mary Brennan and Andrea Dalton.

In attendance:

Director of OSD Liam Scott, Head of Finance Linda O'Brien, Head of Corporate Services Triona Delaney and Head of Human Resources Christine Mc Grath.

The Committee considered and approved the followed agenda items:

- Risk Management Report
- Executive Report
- Management Letter AFS 2021
- Audit Certificate AFS 2022
- Audit Plan 2024-2026 submission request
- Review of Committee's self-effectiveness
- Review of Internal Control checklist

The Committee discussed and reviewed the system of internal control with the Director of OSD, Head of Corporate Services, Head of Finance and Head of Human Resources.

Documentation reviewed included:

- Assurance Declarations
- Risk Registers
- Audit Registers
- Policy Management Framework

The Committee advised of their satisfaction with the level of internal control in the OSD Directorate.

The next meeting of the Audit and Risk Committee is scheduled for 29 January 2024.

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

160124 - KCETB 01 Minutes of previous meeting(s)



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

Correspondence received and noted.

160124- KCETB 02 Chief Executive's Report

For adoption

160124 - KCETB 03 Corporate Services

Approve leases, no leases for this meeting

160124 - KCETB 04 Finance

For approval, including sanction for overdraft facility

160124 - KCETB 05 Board Review of Effectiveness

For approval/adoption/noting

160124 - KCETB 06 Risk Management

For approval/adoption/noting

160124 - KCETB 07 Report of Committees

For approval/ noting – Finance Committee and ARC for noting.

For information – BOM minutes

Unless stated previously the above items were adopted by the board as proposed by Caitlín Mhic Cárthaigh seconded by Tomas Breathnach and agreed.

11. Other Business with prior permission of the Chair

Following discussion, it was agreed that the May meeting take place on the 7 May.

12. Date of next meeting

Tuesday, 20 February 2024 at 3:30pm.

Signed:

Jugal Browne

Date:

20/2/24

