

Kilkenny and Carlow Education and Training Board
Minutes
20 February 2024

Date: 20 February 2024
Time: 3.30pm
Venue: KCETB, Seville Lodge, Callan Road, Kilkenny

Attendance: Fergal Browne, Tomás Breathnach, Mary Hilda Cavanagh, Peter Cleere, Laura Conheady, Andrea Dalton, Michael Delaney, Eamonn Doheny, Fidelis Doherty, Ger Frisby, John Hurley, Thomas Kinsella, Caitlín Mhic Cárthaigh, Clare Ryan

Also in attendance: Chief Executive Eileen Curtis, Director of Further Education and Training Martha Bolger, Director of Organisation, Support and Development Liam Scott, Director of Schools Pauline Egan, Executive Support Caoimhe Byrne

Apologies: Carmel Boyle, Deirdre Cullen, Matthew Kenny, Noel Phelan

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 16 January 2024

The minutes of the meeting held on 16 January 2024 had been circulated to board members in advance (Document 20022024 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Mary Hilda Cavanagh, seconded by Ger Frisby and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 16 January 2024.

4. Matters arising from minutes

No matters arising.

5. Correspondence

Department of Education Circular Letters – to be implemented

- 0005/2024 - Teacher Fee Refund Scheme 2023
- 0010/2024 - Staffing Arrangements in Education and Training Boards for the 2024/2025 school year
- 0012/2024 – The General Data Protection Regulation (GDPR) – Responsibilities of Data Controllers in Respect of the Occupational Healthy Service (OHS)
- 0014/2024 - Sick Leave Scheme for Special Needs Assistants Employed in Recognised Primary and Post Primary Schools

Other Departmental correspondence – for information

- DCEDIY - Letter of Allocation for Integration Fund 2024
- DCEDIY - UBU Allocation Letter 2024
- DCEDIY - KCETB Allocation UBU Resilience and Effectiveness 2024
- DCEDIY - KCETB ETB Youth Grant Letter of Allocation 2024
- DCEDIY - KCETB YIC Letter of Allocation 2024
- DoE - Publication of KCETB Financial Statements for 2022



Other correspondence

- ETBI - Terms of Reference 2024 for Boards of Management of ETB Post Primary Schools
- NTO - Tertiary Co-ordinator
- SOLAS - Kilkenny and Carlow ETB PLC Approved Places 2024/25

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:

Service Plan

Under the requirements of the Education and Training Boards Act 2013 and the Code of Practice for the Governance of ETBs 2019, the board was required to adopt the Annual Service Plan for submission to the DE prior to 1 March. The Finance Committee have a role in reviewing the draft of the Service Plan and met on 16 February. The KCETB Service Plan for 2024 was circulated to members for their consideration.

Annual Financial Statements 2023 (AFS)

The adoption of the AFS is required by the Act and the Code also and requires that the board adopt the ASF prior to submission to the DE by 1 April. The accounts are currently in preparation for the ETB meeting on the 26 March.

ETB Week

It was highlighted that ETB Week will take place from 11 – 15 March with ETBs across the country showcasing and promoting various aspects of service provision. This year each ETB has been invited to propose an ETB alumnus nominee for the ETBI Alumni Awards and we will also undertake an event across each of the three directorates. The showcase event for schools will take place on 12 March hosted by Grennan College. FET and OSD planning in this regard is ongoing.



FET Update

The Preliminary Business Case for the FET College was submitted to SOLAS on the 12 January and represents the next stage in the application process. The Final Business Case is now in preparation and following this board approval will be required should final sanction to proceed be received from DFHERIS.

A meeting is scheduled with SOLAS to review progress on our Strategic Performance Agreement and to review our FARR funding bid for 2024 in the context of the overall SOLAS budget.

Ukrainian Educational Provision

It was noted that there are currently 316 Ukrainian students enrolled in primary schools and 236 in post-primary school in Kilkenny and Carlow.

The arrival of Ukrainians continues to slow down and there is capacity in many rural schools in both counties. In Kilkenny city and Carlow town limited places are available in certain schools only.

REALT is now assisting IPAS (International Protection Accommodation Service) families to find school places.

There are currently 829 ESOL learners availing of classes, 330 in Carlow and 499 in Kilkenny. No notification has been received from either County Council regarding new arrivals over the past month.

ETB Post-Primary Boards of Management Terms of Reference

A new handbook to support boards of management of ETB post - primary schools has been developed through ETBI which provides a detailed framework setting out the roles and functions of our school boards.

The document will support all those who take on the role of board of management members and sets out terms of reference outlining the role of the patron and the board as well as the articles and instruments of management for the operation of the boards. It is proposed that each ETB now adopt these terms of reference for their post -primary schools. When the new boards are formed in September training will be provided to support members in their roles. The adoption of the Board of Management Terms of Reference was proposed by Peter Cleere, seconded by Caitlín Mhic Cárthaigh and agreed.

6.2 Schools

Director of Schools Pauline Egan presented the following report:

Teaching and Learning and Assessment

A Schools Management Team meeting took place on 19 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 were in attendance. The final workshop took place on 17 January.

Digital Strategy for Schools – The ICT Digital Strategy Management Group meeting took place on 8 February. A further meeting will take place on 5 March.

Certificate in Restorative Practice

This online programme, running Wednesday evenings over 12 weeks started 10 January 2024, is a collaboration between Kilkenny and Carlow ETB and SETU Carlow. 23 teachers are engaged with the programme.

Certificate in Restorative Practice for school leaders – Day 3 took place on 25 January 2024.

The third session of *Integrating Restorative Practices training into our professional practice*, took place on 8 February with 12 teachers involved.

ETBI Annual Principals and Deputy Principals Conference took place on 1 and 2 February 2024 in Portlaoise. The theme of the conference was Leadership for Excellence.

KCETB Guidance Counsellor Professional Learning Event takes place on 27 February 2024. The session will be delivered by the Further Education and Training staff who will provide updates on PLC Programmes and FET Options for 2024/25.

ETB Week

A KCETB Ethos Showcase event takes place 12 March hosted in Grennan College. Displays from our 13 schools on their work on ethos will be presented. An ethos photography competition is also being run with the winners being presented with their prizes at this event.



ETBI Induction for Newly Appointed Principals and Deputy Principals takes place 7 March 2024.

Governance and Management of Schools

Inspections

Coláiste Aindriú – final inspection report for the follow through Inspection in Special Education Needs has issued.

CPD for newly appointed SNAs - *Child protection and safeguarding responsibilities of SNA's in KCETB* took place on zoom on 8 February 2024 with 11 newly appointed SNAs in attendance.

Circular Letter 003/2024 – RE: The Special Education Teacher (SET) allocation model and the calculation of the SET allocation for each school from the 2024/25 school year until further notice has issued to schools. A Pop-up Briefing on MS Teams for Principals and Deputy Principals on the Revised SET Allocation will take place on 22 February facilitated by Dr. Johanna Fitzgearld.

Linda Mc Cormack, Inclusion Coach will provide a briefing session to our SENCOs on how the new model relates to their work on the ground at their next Community of Practice event taking place the week of 11 March.

Human Resources

The Initial Allocation for 2024/2025 has issued to schools. The curricular appeal form was also issued to schools with a return deadline of 1 March for our ETB.

Application forms and circulars in relation to job-sharing, career break and transfer for teaching staff closed on 1 February 2025. There were 34 Job Sharing applications, 23 Career Break applications and 5 Transfer applications for schools for the 2024/2025 academic year.

Audit & Risk Committee – Our Annual Financial and Corporate Governance Checklist issued to schools digitally with all forms completed and returned. The Director of Schools attended the Audit and Risk Committee meeting of our ETB on 29 January accompanied by three school principals.

6.3 Further Education and Training

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

Governance

Capital

Grennan Equestrian: Following queries from SOLAS a response setting out the implications and estimated costings has been submitted by the Design Team.

College of FET, Kilkenny: The Preliminary Business Case was submitted to SOLAS on 12 January. A Pre-planning meeting was held on 25 January with Kilkenny County Council as required by SOLAS. Work on the Final Business Case has commenced.

FARR Planning documentation has been submitted to SOLAS. The FARR financial report has also been submitted and a meeting with SOLAS has been scheduled to discuss the application for increased funding.

2023 Learner Numbers: 2023 was another significant year of growth for FET. All programmes performed well, particularly full-time programmes. A full breakdown of learner numbers and activity was provided by programme category.

Sanctions and Recruitment

A business case with several sanction requests to support the growth of the FET Service accompanied the FARR submission.

Joanne Griffin has been appointed to the role of VTOS Co-ordinator and the CEF Learner Well-Being post is currently advertised.

KCETB has received sanction to recruit an APO (0.5 post) with responsibility for overseeing tertiary programmes as well as a Grade 4 and 5 posts to support Apprenticeship growth.

Thanks was extended to Bernadette O'Rourke for her work in VTOS Carlow during the extended period of recruitment of a new Co-ordinator.

Teaching and Learning

Music Generation: Concerts were held in Borris on 13 and 14 February for the annual Music at Mount Leinster event. Tuesday featured an ensemble of the professional musicians who mentored the young people attending the event. Wednesday night was a gala concert, and all



the young people came together to perform new music learned during the event. Thanks was extended to the Chairperson for his attendance at the event on 14 February.

Apprenticeship

Apprenticeship Expo: The Inaugural KCETB Apprenticeship Expo, took place on 29 January 2024, at Lyrath Estate Hotel. The event had a remarkable attendance of over 1300 which included employers, potential apprentices, and their parents. The Expo featured a diverse showcase of over 50 stands, representing both national and local employers, all actively seeking to recruit apprentices in 2024. The diverse array of opportunities highlighted the breadth of career pathways available through apprenticeship programmes. Many employers brought current apprentices to the event, which gave a real insight into the experiences of those already doing apprenticeships.

The National Apprenticeship Office and Director Mary Liz Trant were thanked for their support and attendance. Congratulations was extended to the Training Services Team, particularly Virginia Bohan and Patricia Nolan who organised the event.

The National Commis Chef Apprenticeship Skills Competition took place on 7 February 2024 in the Great Southern Hotel, Killarney. KCETB Commis Chef apprentices performed exceptionally well with Dean Conroy achieving a Gold Medal and Daniel Byrne achieving a silver medal. Congratulations was extended to both apprentices on their success.

6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

Human Resources

Recruitment

Kilkenny and Carlow ETB are currently in the process of recruiting to the following positions:

- Tertiary Co-ordinator
- REALT Co-Ordinator
- Clerical Officer (Grade III) Panel

Career Break and Job-Sharing Applications

The deadline for applications to apply for Career Breaks and Job Sharing in the 2024/25 academic year was the 1 February 2024 for teaching members of staff and 1 March 2024 for SNAs.

Allocation 2024-25

Initial allocation has been received in respect of the Schools and FET Colleges for the 2024-2025 academic year. Schools are currently in the process of preparing applications in respect of curricular concessions.

Gender Pay Gap

The Gender Pay Gap Information Act came into law in July 2021. The mean Gender Pay Gap in KCETB 2023 is 8.43%. Full details are available on our website: www.kcetb.ie

Corporate Services

Leases

- **Scoil Aireagail, Ballyhale**, Use of field from Carmelite Friars - **Term of Lease** – 01.09.24 to 31.05.25
- **Gowran Park Golf & Leisure Ltd: (RENEWAL)**. Hospitality Commis Chef Training (Training Services) - **Term of Lease** – 03.10.2024 to 02.10.2025
- **Unit 7, Danville Business Park, Kilkenny (BTEI)** - **Term of Lease** – 26.08.2024 - 25.08.2029

Capital Projects

1. **Grennan College, Thomastown**
 - Sanction for a new extension has been agreed.
 - Approval for a reconfigured SEN unit has been received.
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 Stage 2a detailed design is nearing completion.
 - A meeting with the Design Team took place on 12 February.



- An asbestos survey has been completed.
- 6. Scoil Aireagail, Ballyhale**
 - Construction of the additional accommodation is ongoing with the project scheduled for completion in March 2024.
- 7. Duiske College, Graiguenamanagh**
 - A report on viable solutions to replace some existing accommodation and provide increased accommodation is being prepared by a Project Manager and Design Team under the Department's Modular Accommodation Framework.
- 8. Abbey Community College**
 - A construction tender for roof repairs has been advertised.
- 9. Coláiste Eoin, Hacketstown**
 - A submission for prefab replacement and new accommodation has been submitted.
 - A costing for roof repairs has been submitted to the DE.
- 10. Coláiste Aindriú, Baginbally**
 - Additional funds for cabling and electrical work have been requested.
- 11. FET Infrastructure Programme, Ormonde College**
 - Roof repairs have been completed.
- 12. FET Infrastructure Programme, Grennan Equestrian Centre**
 - A sanction request for renovations and additional accommodation is under consideration by SOLAS.
- 13. FET Infrastructure Programme, Purcellsinch**
 - Construction is ongoing and is scheduled for completion in December 2024.
- 14. FET Infrastructure Programme, FET College of the Future**
 - Preliminary Business Case submitted on 12 January
- 15. PV Panels**
 - PV panels have been sanctioned for Kilkenny schools.

Finance

Finance Report

The Annual Financial Statements 2023 are being prepared and finalised and will be presented to the board at the meeting on the 26 March as will the finalised December report.

7. Draft Service Plan

The Service Plan details the proposed programmes and activities of KCETB for the coming year, as well as projected income and expenditure for 2024. An Annual Service Plan is required to be adopted by the Board and submitted to DE prior to 1 March.

As part of the Performance Delivery Agreement between ETBs and the DE, a section of the Service Plan details the priorities of the ETB and the measurable targets to be achieved in 2024.

As detailed in the Code of Practice for the Governance of ETBs 2019, the Finance Committee have the responsibility of reporting to the Board on the Draft Service Plan. The Finance Committee met on 16 February 2024 and recommended the adoption of the Service Plan to the Board.

The Director of OSD provided an outline to members on the key priorities and actions for achievement in 2024 across each of the directorates and highlighted specific KCETB priorities. The Service Plan sets out the expenditure in line with the Letter of Determination received from the DE.

The Board thanked the executive for their work and for the preparation of the Service Plan 2024. The Plan was proposed by Peter Cleere, seconded by Mary Hilda Cavanagh and agreed, and accordingly adopted by the Board of KCETB.

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, Schools Directorate in January 2024 and will meet the Chief Executive and FET Directorate in March 2024.

2. Health and Safety

- a. A Health and Safety Consultant is advising on enhancements to the H&S Management System.
- b. The IAU concluded an audit on Health and Safety.

3. Cyber Security

- a. The IAU and KOSI Consulting will facilitate a workshop, based on the Sectoral ICT Audit, which advocates a management led approach to achieving the baseline standards.
- b. KCETB is undertaking considerable work in this area in conjunction with ETBI and IPB.



4. OCAG Audit 2023

- a. The audit certificate for external audit on AFS 2022 was received on 5 December 2023.
- b. The management letter for external audit on the AFS 2022 has been received and the management response will be returned shortly.

5. Internal Audit

- a. An IAU-ETBs audit on the FET apprenticeship programme is ongoing at present.
- b. The closing meeting on the Health and Safety Audit took place on 1 February 2024 and the management letter will follow.
- c. The closing meeting on the internal audit on PLC and Co-op hours took place on 4 December 2023.

6. Climate Action

- a. An update of the Climate Action Framework is due for submission to SEAI in June 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 gave a report on the latest ETBI Reserve Members Forum meeting.

9. (c) Report from Finance Committee

A meeting of the KCETB Finance Committee took place at KCETB Offices, Seville Lodge, Kilkenny on 16 February 2024.

Members:

FC Chairperson Eddie Holohan, Mary Brennan, Sadie Ahern, Mary-Hilda Cavanagh and Peter Cleere.

In attendance:

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

The Committee considered the following agenda items:

- Risk Management Report
- Executive Report
- Service Plan 2024



The Committee report will be updated for the board meeting.

The next meeting of the Finance Committee scheduled for 14 March 2024 will be rescheduled due to the change of date of the board meeting.

9. (d) Report from Audit and Risk Committee

A meeting of the KCETB Audit and Risk Committee took place at KCETB Offices, Seville Lodge, Kilkenny on 29 January 2024.

Members Present:

ARC Chairperson Gerard Mulvey, Patrick O'Neill, Mary Brennan, PJ Leonard on MS Teams, Andrea Dalton on MS Teams.

In attendance:

KCETB Director of OSD Liam Scott, in attendance for part of meeting were Pauline Egan, Director of Schools; Sharon Coffey, Principal, Coláiste Aindriú, Bagenalstown; Conor Power, Principal, Coláiste Cois Siúire, Mooncoin and Cathy Mc Sorley, Principal, Kilkenny City Vocational School.

The Committee considered and approved the followed agenda items:

- Schools Assurance Declarations
- Schools Risk Registers
- Schools Audit Registers
- Policy Management Framework
- Audit Plan 2024-2026
- IAU Service Feedback Review
- Risk Management Report
- Executive Report
- Management Letter AFS 2021
- Audit Certificate AFS 2022
- ICT Sectoral Audit Report
- Review of Internal Control checklist
- Review of Board minutes 2023
- Review of Finance Committee minutes 2023

The Committee discussed and reviewed the system of internal control in respect of schools with the Director of Schools and three School Principals.



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 Schools Directorate.

The next meeting of the Audit and Risk Committee scheduled for 13 March 2024 will be rescheduled due to the change of date of the board meeting.

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

200224 - KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 16 January 2024. The minutes will be published online.

Correspondence received and noted.

200224 - KCETB 02 Chief Executive's Report

For adoption

200224 - KCETB 03 Corporate Services

Approve leases

200224 - KCETB 04 Finance

For approval

200224 - KCETB 05 Risk Management

For approval/adoption/noting

200224 - KCETB 06 Service Plan 2024

For approval

200224 - 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 Mary Hilda Cavanagh, seconded by Clare Ryan and agreed.

11. Other Business with prior permission of the Chair

Following discussion with members, it was agreed that the March meeting take place on the 26 March.

12. Date of next meeting

Tuesday, 26 March 2024 at 3:30pm.

Signed:

A handwritten signature in black ink, appearing to read 'Jayd Browne'. The signature is written in a cursive style with a large, looped initial 'J'.

Date:

A handwritten date '26/3/24' in black ink, written in a simple, clear style.