



**Kilkenny and Carlow Education and Training Board**  
**Minutes**  
**26 March 2024**

Date: 26 March 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, Deirdre Cullen, Andrea Dalton, Eamonn Doheny, Fidelis Doherty, Ger Frisby, John Hurley, Matthew Kenny, 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, Head of Finance Linda O'Brien, Executive Support Caoimhe Byrne

Apologies: Laura Conheady, Michael Delaney

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.

Noel Phelan and Carmel Boyle resigned their positions on the board. Gratitude was extended to Noel and Carmel for their participation on and contribution to the board over the years and good wishes were extended to both members.

## 3. Minutes of board meeting held on 20 February 2024

The minutes of the meeting held on 20 February 2024 had been circulated to board members in advance (Document 26032024 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Ger Frisby, seconded by Andrea Dalton and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 20 February 2024.

## 4. Matters arising from minutes

No matters arising.

## 5. Correspondence

### Department of Education Circular Letters – to be implemented

- 0017/2024 - Prescribed Material for the Leaving Certificate English Examination in 2026
- 0018/2024 - Graduate Certificate in Autism Education for teachers working with Autistic Pupils in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools, 2024/2025
- 0019/2024 - Post-Graduate Diploma Programme of Teacher Professional Learning for Special Education Teachers, 2024/2025
- 0021/2024 - Gaeltacht School Recognition Scheme: Continued Implementation of the Scheme (2024/25) in Post-Primary Schools
- 0023/2024 - The Education Sponsor Referral Agreement and Responsibilities of Data Controllers
- 0024/2024 - Post-Graduate Certificate/Diploma of Teacher Professional Learning for Teachers working with Students with Special Educational Needs (Autism)
- 0027/2024 - Cycle to Work Scheme for ETB Employees



#### **Other Departmental correspondence – for information**

- DCEDIY - KCETB Allocation UBU Resilience and Effectiveness 2024
- DCEDIY - KCETB LYCGS Allocation Letter 2024
- DoE - Letter of Assurance
- DoE - DoE and KCETB Oversight and Performance Delivery Agreement meeting
- DoE – KCETB Initial Staffing Allocation 2024/25
- DoE - DES SEN Circulars 2024/25

#### **Other correspondence**

- C&AG - Management Letter 2022
- ETBI - Role of the NPC in nominating parents to boards of Education and Training Boards
- NTO – Approval of Tertiary Co-ordinator post
- Carmel Boyle – resignation from board
- Noel Phelan – resignation from board

## **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:

#### **Annual Financial Statements for 2023**

The KCETB Annual Accounts for 2023 have been completed and will be submitted to the C&AG by the deadline of 31 March 2024, subject to board approval. Thanks was extended to all staff who collaborated in the process, and to the Finance and Audit and Risk Committees for the role they play in ensuring that KCETB upholds high standards of governance.

The statement of internal control for 2023 was signed by the Chair and submitted with the accounts. The statement is based on the assurances provided by the Finance and Audit and Risk Committees in their reports to the Board. All relevant matters were included in the Statement of Internal Control which was circulated separately.



### **Meeting with DE Officials**

As part of the KCETB Oversight and Performance Delivery Agreement a formal meeting takes place with the DE annually. The meeting is scheduled for 23 September at which an overview of activities in respect of the Strategy Statement, Service Plan, Annual Report, reporting and governance requirements, financial governance and the oversight agreement will be some of the items for discussion.

### **ETB Week**

As previously advised, ETB week took place from 11- 15 March and provided an opportunity to showcase and celebrate the richness of the work taking place within Kilkenny and Carlow ETB. As part of the celebrations for ETB Day on the 15 March, ETBI requested each ETB to propose a nominee for the ETBI Alumni Awards and Vicki Phelan, a past student of Coláiste Cois Siúire, Mooncoin was the nominee from KCETB for the award. The nomination was really well received on the day and was a fitting tribute to Vicki's courage, determination and campaigning spirit. We were delighted to nominate Vicki and honoured that her husband Jim and son Darragh were present to accept the award on the day.

As part of the KCETB activities an Ethos Showcase event for schools, including a photography competition, took place in Grennan College, a celebratory learner voice event took place through FET and a well-being event took place for OSD staff.

Grateful thanks were extended to all staff who organised and supported the various events during the week.

### **Annual Report 2023**

It was noted that draft Annual report is being prepared and will be presented to the board for adoption as is the requirement under the Code of Practice for the Governance of ETBs. A draft copy will be circulated in advance of the next meeting, and should members wish to suggest any relevant amendments or raise any queries at that stage they may do so.

### **FET Updates**

A meeting took place with SOLAS on the 6 March to review the KCETB performance for 2023 and to review the funding bid for 2024. We have been requested to revise our funding request in light of the shortfall in funding to the sector. Work is ongoing in this regard with specific areas of work being prioritised including apprenticeship.



The Final Business Case for the FET College has been submitted and is currently being evaluated by SOLAS and DFHERIS.

### **Ukrainian Refugee Education Services**

It was noted that there are currently 335 students enrolled at primary level, 169 in Kilkenny and 166 in Carlow. The enrolment in post-primary is 231 students, 134 in Kilkenny and 97 in Carlow.

ETBI have requested up to date figures for IPAS student enrolment from the DE. An update on changes to accommodation arrangements and its future impact on enrolment was provided.

English Language Classes are continuing in both Kilkenny and Carlow.

## **6.2 Schools**

Director of Schools Pauline Egan presented the following report:

### **Teaching and Learning**

**KCETB Leadership Programme for middle leaders** (Assistant Principals/AP1's) continues this term with Dr. Joe O Connell.

**KCETB Guidance Counsellor Professional Learning Event** took place on 27 February. The session was delivered by Further Education and Training personnel who provided updates on PLC Programme and FET Options for 2024/25. A presentation on the new Tertiary Programmes available in KCETB in collaboration with SETU Carlow and Waterford for 2024/25 was also provided.

### **ETB Week**

Schools engaged very successfully in ETB week with lots of social media posts on their activities and events. It provided an opportunity to promote and celebrate our ethos and our continued promotion of excellence in education.

**Our Ethos Showcase** took place on the 12 March, hosted in Grennan College. All 13 schools displayed their work around raising awareness of our ethos and values with students. Our goal was to celebrate the core values of Excellence in Education, Care, Equality, Community and Respect, while fostering connections among learners, educators, and the wider community.



An ethos photography competition for students was held with photographs representing the core values invited for submission.

The photography competition winners were congratulated:

Overall Competition Winner:	Sophie Jandl, Scoil Aireagail
Excellence in Education Winner:	Abi Felle, Coláiste Cois Siúire
Care Theme Winner:	Mia Howley, Abbey Community College
Joint Equality Theme Winners:	Sophie Jandl, Scoil Aireagail
Joint Community Theme Winners:	Grace Morgan, Duiske College Danny de Paor, Coláiste Pobail Osraí
Respect Theme Winner:	Ava Ní Dhéin, Gaelcholáiste Cheatharlach Eden Gillespie, Abbey Community College

**The Principals and Deputy Principals Spring Conference** will take place on 11 and 12 April. The theme of this year's conference is *Supporting and Sustaining School Leadership*.

#### **ETBI SEN Mapping Schools Project**

11 schools are engaged with the ETBI SEN Mapping Project.

- This project supports schools to list the provisions and interventions available to students along the continuum of support, ranging from provisions for all students to interventions for those with complex needs.
- It provides a helpful overview and allows the school to identify, monitor and evaluate gaps and areas of real strength.
- It provides a basis to strategically plan provision, allocate resources and identify staff CPD needs.

A Community of Practice for all Special Education Needs Co-ordinators (SENCOs) in our schools has been established. Linda Mc Cormack, Inclusion Coach provided a briefing session to our SENCOs on how the new SET Allocation model relates to their work on 14 March.

#### **Governance and Management of Schools**

##### **Inspections**

- Coláiste Mhuire - Special Education Needs Inspection



## Human Resources

The Initial Teacher Allocation for 2024/25 has issued to schools and schools have completed their curricular appeals to the Department of Education.

Applications in relation to job-sharing, career break and transfer for Special Needs Assistants closed on 1 March 2024.

Middle leadership post interviews have now concluded.

## 6.3 Further Education and Training

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

### Governance

**College of FET, Kilkenny:** The Final Business Case was submitted to SOLAS on 1 March and is currently being evaluated.

**FARR:** A meeting with SOLAS took place on 6 March to discuss KCETB's request for funding for 2024. SOLAS have outlined a number of challenges regarding funding for the sector for 2024 and KCETB will be required to revise its funding request.

### Sanctions and Recruitment

- Joanne Griffin has commenced as VTOS Co-Ordinator in Carlow.
- Recruitment is underway for an APO with responsibility for overseeing tertiary programmes.
- Interviews will be held in April for the CEF Learner Well-Being post.
- Recruitment will commence shortly for new Electrical Instructor posts for the Phase 2 Apprenticeship programmes at Purcellsinch.

### Teaching and Learning

**Open Days:** Open Days have been hosted in both Carlow Institute of Further Education and Training, and the College of FET, Kilkenny. Applications for both centres have increased on last year. Applications are open for September through both College websites and fetchcourses.ie.

**DEIS to FET Guidance Counsellor Event:** This event was held on 27 February. Presentations were given from FET to Guidance Counsellors in KCETB Schools. Apprenticeships, full-time Level 5 and 6 programmes and the new tertiary degrees were discussed.



**Learner Voice Forum:** A Learner Voice Forum was held for learners on 13 March. Approximately 150 learners participated. This event was part of ETB week activities.

**PD and TEL Forum:** The PD and TEL Forum for Co-ordinators and Managers was also took place as part of the ETB week activities. Those attending were briefed on a variety of learning platforms.

#### **Youth Office: NEETS Research**

KCETB and SETU recently launched a research report titled *“I feel like I am heard; An exploration of good youth work practice with young people who are not in employment, education or training.*

This research was initiated by KCETB’s Youth Office and funded by KCETB, County Carlow Development Partnership (CCDP), Kilkenny Leader Partnership (KLP) and South-East Technological University (SETU). The research was conducted between December 2021 and November 2023 and explored models of good youth work practice with young people between the ages of 15 and 24 who are not engaged in employment, education or training (NEET).

#### **Youth Office: Grants**

**DCEDIY Targeted Youth Employability Support Initiative:** Foroige have been awarded funding of €7,000 to work with young people to promote engagement, participation, and integration.

**KCETB Inclusion Grant for Displaced Young People:** This grant was open to Foroige only, in the absence of Department funding for Ukrainian young people for non-UBU organisations. Foroige have been awarded funding of €7,000 under this initiative to engage with young people from the Ukrainian Community to help them improve their sense of belonging and inclusion.

## **6.4 Organisational Support and Development**

Director of OSD Liam Scott presented the following report:

### **Human Resources**

#### **Appointments**

- **REALT Co-ordinator** – James Doyle commenced as REALT Co-ordinator on 4 March 2024.





- **VTOS Co-ordinator Carlow** – Joanne Griffin commenced as VTOS Co-ordinator, Carlow on 4 March 2024.

### **Recruitment**

- Planning in respect of teacher recruitment for the 2024/25 academic year has commenced.
- Advertising of any teaching vacancies for the 2024/25 academic year will commence from mid-April.

### **Career Break and Job-Sharing Applications**

Letters to staff in respect of Job Sharing and Career Break for the 2024/25 academic year have been issued.

## **Corporate Services**

### **Leases**

- **Burrin Street, Carlow (BTEI, Carlow) CW Comm Ed / Youth Office. Renewal of lease** – Period of cover 01.01.25 – 31.12.25
- **Unit 1B Burrin Street, Carlow. CW BTEI. Renewal of lease** – Period of cover 01.12.24 – 30.11.25
- **1A Burrin Street, Carlow CW Adult Guidance. Term of Lease** – 01.01.25 – 31.12.25
- **School Completion Programme, Kilkenny (Offices in Seville Lodge). Term of Lease** – 01.01.25 – 31.12.25

## **Capital Projects**

- 1. Grennan College, Thomastown**
  - Sanction for a new extension 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 has been submitted to the DE.
- 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 on e-tender and awaiting DE approval.
- 4. Gaelcholáiste Cheatharlach**
  - The Stage 2a preliminary design is scheduled for submission in May.



**5. Coláiste Mhuire, Johnstown**

- The Stage 2a preliminary design has been submitted to the DE.

**6. Scoil Aireagail, Ballyhale**

- Construction of the additional accommodation is ongoing with the project scheduled for completion in March 2024.

**7. Duiske College, Graiguenamanagh**

- The Design Team submitted a Viability Report to the DE on the replacement of some existing accommodation and the provision of increased accommodation using the Department's Modular Accommodation Framework.

**8. Abbey Community College**

- The construction tender for roof repairs has been submitted to DE.

**9. Coláiste Eoin, Hacketstown**

- A submission for prefab replacement and new accommodation is with the DE.
- A submission for emergency roof repairs is with the DE.

**10. Coláiste Andriú, Bagenalstown**

- A consultant has been appointed to oversee the replacement of the boiler.
- Emergency electrical and cabling works have been approved subject to final costings.

**11. Coláiste Cois Siúire**

- An application for universal access facilities is being prepared.

**12. FET Infrastructure Programme, Ormonde College**

- Roof repairs are nearing completion.

**13. FET Infrastructure Programme, Grennan Equestrian Centre**

- Final drawings and a cost estimate have been submitted to SOLAS.

**14. FET Infrastructure Programme, Purcellsinch**

- Construction is ongoing and is ahead of schedule.

**15. FET Infrastructure Programme, FET College of the Future**

- Final Business Case has been submitted.

**16. PV Panels**

- A tender for PV panels in the Kilkenny schools has been uploaded to the DE portal.

## Finance

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

### EFT Banking Facilities

Approval from the board was sought for the continuation of the Electronic Fund Transmission (EFT) facility from Bank of Ireland in the amount of €2,825,000 until 23 March 2025. The



approval for the continuation for the Electronic Fund Transmission (EFT) facility from Bank of Ireland was proposed by Mary Hilda Cavanagh, seconded by Andrea Dalton and agreed.

## 7. Annual Financial Statement

### Adoption of Financial Statements

A meeting of the Finance Committee took place on 22 March and the Audit and Risk Committee met on 21 March to consider the Draft Annual Financial Statements and associated documents for the 12-month period 1 January 2023 to 31 December 2023.

The committees' recommended that KCETB Financial Statement for 2023 be adopted by the Board and signed by the Chair.

The committees also reviewed internal control procedures and the assurance of the Chief Executive with full reports from the committees provided to members for consideration.

Head of Finance Linda O'Brien provided an overview of the Annual Financial Statements for 2023 and provided clarification on areas as required.

The Annual Financial Statements and accompanying documents were proposed by Peter Cleere, seconded by Caitlín Mhic Cárthaigh and agreed.

## 8. Risk Management

### 1. System of Internal Control

- a. The Audit and Risk Committee (ARC) 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 the Chief Executive and FET Directorate on 21 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 facilitated a workshop, based on the Sectoral ICT Audit, which advocates a management led approach to achieving the baseline standards and addressing broader information security management. Follow up work will be undertaken by KCETB.



**4. OCAG Audit 2023**

- a. The management letter from OCAG audit on the AFS 2022 was received on 23 February 2024.

**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 response to the draft final report was returned on 22 March 2024.

**6. Service Plan 2024**

- a. The Service Plan 2024 is with the DE and awaiting approval.

**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**

No meeting of ETBI Reserve Members Forum was held since the last meeting.

**9. (c) Report from Finance Committee**

**Report from the Finance Committee meeting of 22 March 2024**

In attendance: Eddie Holohan Chairperson, Mary-Hilda Cavanagh, Deirdre Cullen, Peter Cleere, Sadie Aherne, and Mary Brennan.

Eileen Curtis, Chief Executive, Liam Scott, Director OSD and Linda O'Brien, Head of Finance attended on behalf of the executive.

Mary Hilda Cavanagh presented the report to the Board:

A meeting of the Finance Committee took place on 22 March at 4pm in KCETB Offices, Seville Lodge, Kilkenny

The agenda included:

- Finance Committee Minutes, 16 February 2024 meeting
- Risk Management and Executive Reports
- Contracts more than €50,000
- System of Internal Control 2023
- Opinion of ARC on System of Internal Control



- Audit and Risk Committee Annual Report
- Assurance Statement of CE
- Statement of Internal Control 2023
- Annual Financial Statements 2023
- Working Papers 2023
- Variance Report 2023
- Letter of Representation to C&AG
- Consideration of draft Annual Financial Statements
- Finance Committee Annual Report

The Finance Committee reviewed the draft financial statements and associated documents, as presented by the Chief Executive, and recommended their adoption by the Board.

The Annual Report of the Finance Committee was circulated in advance for consideration.

#### **9. (d) Report from Audit and Risk Committee**

##### **Report from the Audit and Risk Committee meeting of 21 March 2024**

In attendance: Gerard Mulvey Chairperson, Andrea Dalton, Patrick O’Neill, Mary Brennan and PJ Leonard.

Eileen Curtis, Chief Executive, Liam Scott, Director OSD, Martha Bolger, Director of FET, Linda O’Brien, Head of Finance and three Senior FET Managers attended on behalf of the executive.

Andrea Dalton presented the report to the Board:

A meeting of the Audit and Risk Committee took place on 21 March at 4.00 pm in CIFET, Mortarstown, Carlow.

The agenda included:

- ARC Minutes, 29 January 2024 meeting
- Risk Management and Executive Reports
- Management Letter from OCAg to KCETB
- The System of Internal Control procedure and checklist
- Compliance Audit Report
- Letter of Assurance from ESBS to KCETB
- Draft Assurance Statement of CE



- Letter of Representation 2023
- Statement of Internal Control 2023
- Opinion on System of Internal Control

The Audit and Risk Committee considered the reports on the relevant checklist in respect of their deliberations on the adequacy of the System of Internal Control.

**The Audit and Risk Committee determined that, on balance, KCETB operated an effective System of Internal Control in 2023.**

The Annual Report of the Audit and Risk Committee was circulated in advance for consideration.

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

***260324 - KCETB 01 Minutes of previous meeting(s)***

Adopt the recorded minutes of the meeting held on 20 February 2024. The minutes will be published online.

Correspondence received and noted.

***260324 - KCETB 02 Chief Executive's Report***

For adoption

***260324 - KCETB 03 Corporate Services***

Approve leases

***260324 - KCETB 04 Finance***

For approval, including continuation of EFT facility.

***260324 - KCETB 05 Risk Management***

For approval/adoption/noting

***260324 - KCETB 06 Annual Financial Statements 2023***

For approval

***260324 - 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 Fidelis Doherty, seconded by Caitlín Mhic Cárthaigh and agreed.

**11. Other Business with prior permission of the Chair**

No other business.

**12. Date of next meeting**

Tuesday, 7 May 2024 at 3:30pm.

Signed:

*Fidelis Browne*

Date:

*7/5/24*