

Kilkenny and Carlow Education and Training Board
Minutes
07 May 2024

Date: 07 May 2024
Time: 3.30pm
Venue: KCETB, Seville Lodge, Callan Road, Kilkenny.

Attendance: Fergal Browne, Tomás Breathnach, Mary Hilda Cavanagh, Laura Conheady, Andrea Dalton, Fidelis Doherty, Ger Frisby, John Hurley, Matthew Kenny, 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, Head of Finance Linda O'Brien, Executive Support Caoimhe Byrne

Apologies: Deirdre Cullen, Eamonn Doheny, Patrick O'Neill

Chairperson Fergal Browne presided at the meeting

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 26 March 2024

The minutes of the meeting held on 26 March 2024 had been circulated to board members in advance (Document 070524 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Ger Frisby, seconded by Clare Ryan and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 26 March 2024.

4. Matters arising from minutes

No matters arising.

5. Correspondence

Department of Education Circular Letters – to be implemented

- 0028/2024 - Appointment of Administrative Deputy Principals and Staffing Arrangements in Special Schools to take effect from the 2024/2025 school year
- 0030/2024 - Arrangements for the Election of Staff to Education and Training Boards (2024)
- 0031/2024 - Allocation of Assistant Principal Posts 2024/2025 (Post-Primary)
- 0032/2024 - Revised Pay Rates due under Building Momentum – A New Public Service Agreement 2021-2023 (“The Agreement”) for Tutors Delivering Adult Education in Certain ETBs
- 0033/2024 - Revision of Teacher Salaries under The Public Service Agreement 2024 - 2026 effective from 01 January 2024
- 0034/2024 - Revision of Salaries for Special Needs Assistants (SNAs) under The Public Service Agreement 2024 - 2026 effective from 01 January 2024
- 0035/2024 - Revision of Salaries and Allowances of Certain Grades other than Teachers and SNAs employed by ETBs under The Public Service Agreement 2024 - 2026 effective from 01 January 2024
- 0039/2024 - Grant Scheme for ICT Infrastructure

- 0040/2024 - Information in relation to Standardised Testing and Other Matters – Academic Year 2023/24 and Subsequent Years
- 0041/2024 - Guidance in Post-Primary Schools

Other Departmental correspondence – for information

- DoE - Arrangements for the Election of Staff Members to ETBs 2024

Other correspondence

- ETBI - Correspondence re: National Parents Council
- IPB - IPB Insurance Dividend
- IPB – Notice of AGM of IPB Insurance CLG - 3 May 2024
- Music Generation - Funding Agreement 2024 - Music Generation Carlow
- Music Generation - Funding Agreement 2024 - Music Generation Kilkenny
- SOLAS - Devolved Capital Funding 2024
- SOLAS - 2024 Initial Funding Letters, Terms and Conditions and Acknowledgement Letters

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 Statement 2023

Following its approval by the board on 26 March the Annual Financial Statement 2023 and associated documentation were submitted to the DE in advance of the submission date of 30 March 2024.

Annual Report 2023

In accordance with the requirements of the Education and Training Boards Act 2013 the ETB is required to submit an annual report by the 30 June each year. The Annual Report 2023 and the accompanying Chairpersons Comprehensive Report was prepared and circulated for the consideration of the board and submission to the DE following the meeting.

Formation of new ETB board

As previously noted, the current 5-year term of the board is concluding. The process for the election of 2 staff nominees is currently ongoing. The process for the election of the 2 parent nominees is being facilitated by the National Parents Council. Following the local elections in June the respective local authorities in Kilkenny and Carlow will notify the ETB with the names of their nominees for the incoming board. The remaining 5 nominees will include a representative of the school management bodies, learners and 3 nominees from relevant representative bodies locally and nationally. The DE is currently working on the formation of the new boards with ETBs. It is anticipated that the formation of the new board will take place in late August/ early September.

FET Updates

It was noted that as part of the evaluation process for the application for a FET College a presentation was made to representatives of DFHERIS and SOLAS on the 22 April on the business case. The site selection process with SOLAS/DFHERIS is ongoing and we have been advised that the evaluation process on the business case will be complete by Q2. As previously noted, board approval will be required should sanction to proceed be received.

Ukrainian Update

The following was noted:

The number of Ukrainian students enrolled in schools is as follows:

	Primary	Post-Primary	
Kilkenny School Enrolments	164	136	Kilkenny Total (P&PP): 300
Carlow School Enrolments	138	96	Carlow Total (P&PP): 234
	Primary Total: 302	Secondary Total: 232	

- St. John of God Accommodation Centre, Kilkenny is winding down, and families are being moved to alternative accommodation.
- A new accommodation centre for Ukrainian Beneficiaries of Temporary Protection (BOTP) is understood to be proposed for Kilkenny.



- Separated Children Seeking International Protection (SCSIP), In Carlow, Tyndall College/Carlow Institute of Further Education are supporting the SCSIP in Carlow.

Local Area Integration Teams (LAITs) are being set up within Local Authorities to help International Protection applicants, Refugees and Beneficiaries of Temporary Protection to integrate into their communities, with REALT being involved with these teams.

School Transport: Primary schools with Ukrainian /IPAS students in 6th Class, as well as all secondary schools and the two local bus inspectors, have been contacted regarding reapplying for school bus tickets for the school year 2024/25. For all other pupils/students with bus tickets, the department have highlighted that these tickets will automatically roll over for next year. However, an exact date for this rollover has yet to be provided.

Third Level Grants: The Department has yet to confirm whether Ukrainian students will be able to apply to SUSI for third level education grants, with a decision expected soon.

FET Ukrainian Update: English Classes continue in Kilkenny and Carlow to support Ukrainian adults.

While no new intake of Ukrainians has occurred in Kilkenny or Carlow, International Protection Applicants are arriving in both areas, the most recent being 17 new applicants in Kilkenny.

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 during the last two weeks of May.

State Examinations

Leaving Certificate Engineering, Construction, LCVP and Art practical examinations have now taken place 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.



ETBI Consultation on Senior Cycle Redevelopment – It was noted that representatives of parents, students and senior management of KCETB schools engaged in a consultation process on senior cycle re-development with ETBI recently. Their contributions will feed into an ETBI's position paper on senior cycle re-development for our sector.

An **ICT/Digital Strategy Management Meeting** took place on 19 April, with the focus being on planning for digital technology for the coming academic year 2024/25.

ETBI SEN Mapping Launch and Showcase - On 16 April, three KCETB schools took part in the ETBI Provision Mapping launch and showcase. The Inclusion Committee of Scoil Aireagail made a presentation on their work to date on prioritising student voice and student agency within the Provision Mapping Process. Kilkenny City Vocational School was represented by their Principal, Cathy McSorley who joined a panel discussion on the educational benefits of integrating Provision Mapping with School Improvement Planning.

Tyndall College, Scoil Aireagail and Kilkenny City Vocational School provided exceptional poster displays on the day outlining the work of their schools in embedding School Provision Mapping practices within their school communities.

ETBI National symposium *Let's Talk Ethos* took place on 22 April. Ethos Co-ordinator Conor Power was a panellist at the event and shared best practice from KCETBs engagement in embedding ethos across our schools.

Professional Learning

Certificate in Restorative Practice - The programme concluded on 17 April with 18 participants completing and feedback has been hugely positive.

School leaders also completed their programme, with their final session concluding on 18 April.

A fifth iteration of the Certificate in Restorative Practice will run during the academic year 2024/25.

The final community of practice for restorative practice practitioners took place on 11 April. **KCETB Principals and Deputy Principals Spring Conference** took place 11 and 12 April. The theme of this year's conference was *Supporting and Sustaining School Leadership*.



KCETB Leadership Development Programme 2023/24

This programme was delivered by Dr. Joe O' Connell and aims to build the leadership capacity of the Assistant Principal (AP) teams in our schools to support and work collaboratively with principals and deputy principals.

Governance and Management of Schools

Inspections:

Inspections took place as follows:

- Duiske College- HSCL Inspection – 17 and 18 April 2024
- Coláiste Aindriú – HSCL Inspection – 19 and 22 April 2024
- Abbey Community College – Religious Education – 23 and 24 April 2024

An ETBI One Day Seminar for principals and deputy principals entitled '**Legal Updates for schools**' took place over four dates in April/May for all ETB post primary schools.

Fire Warden Training – school leaders, principals and/or deputy principals together with key school personnel engaged in Fire Warden Training the week of 15 April.

Curricular Planning for the 2024/25 year - Curricular appeals and EAL applications have been submitted to the Department of Education.

Staff planning for the 2024/25 school year is ongoing and recruitment for teaching positions has commenced.

6.3 Further Education and Training

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

Capital

College of FET, Kilkenny: Eileen Curtis, CE, Philip Doyle, Buildings Officer, and Martha Bolger, DFET made a presentation to SOLAS/DFHERIS regarding the need for a College of FET in Kilkenny on 22 April 2024. This presentation sought to ensure the alignment of FET Capital Investment with FET Policy through dialogue with KCETB, SOLAS, and DFHERIS Capital and Policy Divisions. It also sought to identify the priority requirements of KCETB for an integrated FET campus.

Purcellsinch: The extended Apprenticeship Facilities project is well underway and additional apprentices will commence in September in the Purcellsinch centre.



Ormonde College: A number of projects are underway with the priority projects for this year including the installation of a lift, further railing replacement and window renovation.

Sanctions and Recruitment

- Sarah Barron has been appointed as APO with responsibility for overseeing tertiary programmes.
- Joanne Doyle is being appointed as CEF with responsibility for Learner Well Being.
- Recruitment is underway for new Electrical Instructor posts for the Phase 2 Apprenticeship programmes at Purcellsinch.
- Recruitment is underway for a third Deputy Principal at Carlow Institute of Further Education and Training.

Teaching and Learning

Assessment: Good wishes were extended to all learners for their end of year submissions. FET learners undertake various forms of assessment including exams, projects, skills demonstrations, and collections of work. Assessments are scheduled throughout the year and conclude in May. In addition, a number of Youthreach learners are completing the Leaving Certificate and Leaving Certificate Applied.

Commis Chef Apprentices: Funding under the ERASMUS programme enabled some of the Commis Chef apprentices to travel to Lyon in April to partake in two weeks work placement in Brasserie Bocuse restaurants in Lyon. Lyon was chosen as a destination as it is one of the world's great gastronomic centres. The apprentices had to integrate quickly into the various kitchen environments in the different Bocuse restaurants and they were given additional levels of responsibility and were treated like all other employees. They also got to experience different work areas within the kitchen e.g., meats, fish, pastry.

Grennan Mill Graduate Show will take place on 24 May at the Island Mill Campus. This event is the highlight of the year where Level 5 and Level 6 learners showcase their art, design and craft works. The exhibition will run for a number of days at the mill.

VTOS Kilkenny will also host an exhibition on 17 May. This exhibition will present woodwork and crafts from learners attending VTOS.



2024 DATA and SPA Targets: An outline of the data relating to the Strategic Performance Agreement Targets for Q1 were presented and noted.

6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

Human Resources

Recruitment

- Teacher recruitment for the 2024/25 academic year has commenced.
- Deputy Principal post in Carlow Institute of FET
- Deputy Principal post in Coláiste Cois Siúire
- Two permanent Electrical Instructor posts have been sanctioned with effect from September 2024.

Contract of Indefinite Duration

Contracts of Indefinite Duration and additional CIDs have been issued to all relevant teaching staff.

Appointments

- Philip Doyle was appointed to the permanent post of Buildings Officer
- Marie Maher was appointed as Deputy Principal in Grennan College
- Sarah Barron was appointed to the Tertiary Co-ordinator position
- Marie Maher has been appointed Deputy Principal in Grennan College

Post of Responsibility

Circular Letter 0031/2024 issued which provided for an additional 9 AP2 positions across the scheme. Advertising for these additional AP2 posts is ongoing.

Support for Special Schools

Budget 2024 has provided for a number of targeted measures to support special schools which will be effective for the 2024/25 school year. As part of these measures the network of ETBs nationwide will provide through co-operation hours post primary curricular teaching support for post primary aged students in special schools.

Career Break and Job-Sharing Applications

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

Disability Census 2023 Return

Disability Census form was circulated to staff members and the results will form the basis of our reporting in respect of the Disabilities Act 2005.

FET Tutors

Discussions have commenced with FET on the conversion process for tutors.

Garda Vetting

The re-vetting process has commenced for staff within KCETB.

Corporate Services

Leases

- **VTOS Kilkenny - Term of Lease - 01.01.25 to 31.12.25**

Capital Projects

1. Grennan College, Thomastown

- A Design Team tender for the new extension will close on 7 May.
- Approval to appoint a design team for the modular unit is due from the DE.

2. Borris Vocational School

- The preferred design for a school extension has been approved by the DE.
- A submission for emergency roof repairs 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-tenders and awaiting DE approval.
- Archaeological investigations have commenced.
- The stage 2b design report is due for submission in June 2024.

4. Gaelcholáiste Cheatharlach

- An on-site meeting with the Design Team will take place on 1 May.
- The stage 2a preliminary design is scheduled for submission in May.

5. Coláiste Mhuire, Johnstown

- The stage 2a preliminary design was submitted to the DE in February.
- 6. Scoil Aireagail, Ballyhale**
 - The additional accommodation is now operational.
 - 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.
 - Work will commence shortly in respect of emergency electrical and cabling works.
 - 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 with completion anticipated in July/August.
 - 15. PV Panels**
 - PV panels are to be provided at 7 schools in Kilkenny.

Finance

The income and expenditure report to the end of March 2024 was presented.

7. Annual Report 2023

Annual Report 2023

A draft Annual Report 2023 and Chairperson's 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 2023 and accompanying documentation were proposed by Caitlín Mhic Cárthaigh, seconded by Ger Frisby and agreed.

8. Risk Management

1. Climate Action

- a. An update of the Climate Action Framework is due for submission to SEAI in June 2024.

2. Service Plan 2024

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

3. Shared Services

- a. The General Ledger conversion project is scheduled to conclude in May.
- b. KCETB intend to implement a new T&S system from September to November 2024.
- c. KCETB are negotiating a timeline with ESBS to introduce a purchase card system.

4. Health and Safety

- a. A Health and Safety Consultant is advising on enhancements to the H&S Management System.
- b. An IAU Health and Safety Audit Report was received on 15 April.
- c. The audit finding was adequate and local operations commended.
- d. KCETB has commenced addressing recommendations.

5. Cyber Security

- a. An Information Security Management System (ISMS) will be developed in KCETB shortly, in accordance with a work programme template to be provided by KOSI/IAU.

6. OCAG Audit 2024

- a. The OCAG on AFS 2023 is scheduled to commence in May 2024.
- b. DHKN Limited have been contracted by the OCAG to conduct the audit.
- c. A property questionnaire is being prepared for the OCAG.

7. Internal Audit

- a. An IAU-ETBs audit on the FET apprenticeship programme is ongoing at present.
- b. The final Health and Safety Audit was received on 15 April 2024.
- c. The closing meeting on the PLC and Co-op hours audit took place on 4 Dec 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

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

9. (c) Report from Finance Committee

There has been no meeting of the Finance Committee since the previous meeting of the board.

9. (d) Report from Audit and Risk Committee

There has been no meeting of the Audit and Risk Committee since the previous meeting of the Board.

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

070524 - KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 26 March 2024. The minutes will be published online.

Correspondence received and noted.

070524 - KCETB 02 Chief Executive's Report

For adoption

070524 - KCETB 03 Corporate Services

Approve leases

070524 - KCETB 04 Finance

For approval

070524 - KCETB 05 Risk Management

For approval/adoption/noting

070524 - KCETB 06 Annual Report 2023

For approval



070524 - KCETB 07 Report of Committees

For information – BOM minutes

Unless stated previously the above items were adopted by the board as proposed by Caitlín Mhic Cárthaigh, seconded by Mary Hilda Cavanagh and agreed.

11. Other Business with prior permission of the Chair

Should there be a requirement for an ETB meeting during the period before the dissolution of the current board agreement was sought to hold an online meeting on the relevant agenda item topic only. This was agreed by all board members in attendance.

12. Date of next meeting

To be notified as required. Grateful thanks were extended to all board members and to the chairperson, Fergal Browne and deputy-chairperson, Andrea Dalton for their time and commitment to the work of KCETB and its schools and centres over the 5-year period of the board. Eileen Curtis, CE extended her gratitude on behalf of the executive team. Members also extended their thanks to the executive team and those seeking election were wished well.

Signed: C. [Signature]

Date: 3/9/24