

Kilkenny and Carlow Education and Training Board Minutes 19 November 2024

Date: 19 November 2024
Time: 3.30pm
Venue: Carlow Institute of Further Education and Training, Kilkenny Road, Carlow

Attendance: Fergal Browne, Deirdre Cullen, Jenny Catt Slattery, Andrea Dalton, David Denieffe, Thomas Kinsella, Seán Lawlor, Ger Long, Madailín Mhic Lochlainn, Ann Penfold, Sarah Millea, Clare Ryan, Jacqueline Sheil, Joe Sheridan, Kathryn Wall

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

Apologies: Mary Hilda Cavanagh, Peter Cleere, Maria Dollard, Daniel Pender, Maurice Shortall

Chairperson Andrea Dalton presided at the meeting and in opening the meeting welcomed Sean Lawlor as the staff nominee.

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

Congratulations was extended to Elaine Ware on winning the Leinster Final in the Intermediate Ladies Gaelic Football Championship and progressing to the next stage in the All-Ireland Intermediate Club Championship.

Condolences were extended to those recently bereaved.

3. Minutes of the board meetings held on 3 September and 8 October 2024

The minutes of the meetings held on 3 September 2024 and 8 October 2024 had been circulated to board members in advance (Document 191124 – 02/03). The minutes were taken as read.

The minutes of the meeting on 3 September 2024 were proposed by Fergal Browne, seconded by Clare Ryan and agreed.

The minutes of the meeting on 8 October 2024 were proposed by Jacqueline Shiel, seconded by Madailín Mhic Lochlainn and agreed.

The minutes were recorded as a true record of the proceedings of the board meetings held on 3 September 2024 and 8 October 2024.

4. Matters arising from minutes

Clarification on a procedural item was provided.

5. Correspondence

Department of Education Circular Letters

- 0067/2024 - Voluntary Search and Rescue Leave for Registered Teachers employed in Recognised Primary and Post Primary Schools
- 0069/2024 - Professional Master of Education (PME) Fee Refund Scheme
- 0070/2024 - Prescribed Material for the Leaving Certificate Irish Examination in June 2027
- 0071/2024 - Revision to Supervision and Substitution (S&S) Scheme following changes to work practices since the Public Service Stability Agreement 2013 - 2016



- 0072/2024 - Parent's Leave Scheme for all other staff other than those persons employed as teachers and SNAs in Education and Training Boards (ETBs)
- 0073/2024 - Revision of Teacher Salaries under The Public Service Agreement 2024 - 2026 effective from 01 October 2024
- 0074/2024 - Revision of Salaries for Special Needs Assistants (SNAs) under the Public Service Agreement 2024-2026
- 0075/2024 - 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 October 2024
- 0078/2024 - Revision of Salaries for School Secretaries Previously Grant Funded Effective from 01 October 2024
- 0080/2024 - New measures to support the Forward Planning for Special Education Provision
- 0081/2024 - Payment of Tool Allowance to Craft Workers – 2024
- 0085/2024 - New pay rate for School Transport Escorts

Other Departmental correspondence

- DoE - Publication of KCETB Annual Financial Statements for Year Ended 31 December 2023
- DoE - Letter to Chairpersons of ETBs re: extension of Committees

Other correspondence

- ETBI - AGM
- ETBI - REALT Posts sanctioned for 2025
- SOLAS - KCETB FET CotF Site Acquisition Approval
- SOLAS - 2024 Green Devolved Capital Allocation

6. Chief Executive's Report

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

6.1 Corporate Governance and Administration

Student Enrolment

Following completion of the October Returns to the DE and SOLAS both the second level student enrolment for the academic year 2024/25 and the number of FET starters/beneficiaries



was noted. In addition, it was also noted that over 300 apprentices have registered with an employer in the KCETB area.

School and Centre Annual Report 2023/24

This report was circulated to members in advance and provided an overview of the work which took place in schools and centres throughout the year.

FET Matters

- The purchase of the FET College site in Kilkenny was noted as a major milestone for KCETB as was receipt of permission to proceed to the next stage with the Pre-Tender – Project Design, Planning and Procurement Strategy. Grateful thanks were extended to the board for their support for the project and to all staff involved in bringing the proposal to this stage.
- It was outlined that the FET budget expenditure for 2024 is expected to exceed the allocation to KCETB and that discussions with SOLAS regarding the matter are ongoing.
- A Strategic Dialogue meeting is scheduled to take place with SOLAS on 27 November to discuss budgets, targets and forecasts.

Retirement Function

A function to recognise the service of retired staff took place on 14 November in Carlow to acknowledge the contribution of staff to KCETB. Over the past year 24 members of staff have retired from service. Members extended their gratitude to retiring staff for their dedicated service.

Board Members Guide to Good Governance

The guide was included in the Induction Pack and sets out the key pieces of legislation and codes which govern the ETB. It also outlines the corporate governance structure, the role and functions of the board as well as the role and expectations of board members. A presentation on aspects of the guide was provided by the CE.

Ukrainian Update

Enrolment figures were provided as was a full update on KCETB services and networking with other agencies in the provision of services to Ukrainian and other international protection refugees. The REALT Steering Group continues to meet.

6.2 Schools

Director of Schools Pauline Egan presented the following report:

Teaching and Learning

- The fourth Annual TEACH MEET, a professional learning and sharing event took place virtually on 24 October. Our keynote speaker this year was Dr. Diarmaid Hyland (Maynooth University) who presented on **'Lesson Study as a mode of professional learning in the post primary classroom'**. 336 teachers attended the event.
- All schools are currently offering places for enrolment for 2025/26 as part of the Admissions Process. Some schools have moved to an online application process through *LetsEnrol.school*.
- The **Final Induction for New Teachers** is being delivered by Dr. Joe O'Connell on 27 November. The theme of this session is **Effective Communication and Building Positive Relationships in the school community**.
- The middle leader support programme in building leadership capacity is underway in some schools and this is being supported by Dr. Joe O'Connell.
- **Student Councils** – Training for Student Councils promoting and supporting student voice and leadership takes place on 19 and 21 November in Carlow and Kilkenny respectively. Students together with their link teachers will be in attendance.
- **ETBI Ethos Project** –The first meeting of 2024/25 for the Professional Learning Network took place on 14 November organised by the Ethos Co-ordinator. Dr Ann Marie Kavanagh from DCU presented on **"Supporting Teachers to Affirm Social Class and Cultural Diversity"**.
- **SEN Provision Mapping** – 4 further schools are engaged in the ETBI provision mapping with Dr. Johanna Fitzgerald this year as follows:

Coláiste Cois Siúire, Coláiste Pobail Osraí, Grennan College and Kilkenny City Vocational School.

- The Induction/Launch of the Programme took place on 01 October with school leaders and their inclusion leads in attendance.
- Linda Mc Cormack is our Inclusion Co-ordinator for the project.

SEN – The first Community of Practice for 2024/25 took place for SENCOs on 07 November. The theme for the event was **'Effective Methods for Sharing Student Data for Collaborative Purposes'**.

- 11 teachers are involved in a Community of Practice for **Integrating Restorative Practices training into our professional practice** which began on 17 October.



A fifth iteration of the Certificate in Restorative Practice (level 8) for teachers will run in Spring 2025.

Teaching and Learning Workshops

- A refresher workshop on the Magenta Principles took place on 05 November. The workshop was delivered by Mike Hughes. 27 teachers attended.
- The ETBI Induction for newly appointed principals and deputies took place on 08 and 09 October. Our four newly appointed deputy principals were in attendance.

Governance and Management of Schools

Inspection Reports

- The following Inspection Reports have issued:
 - Coláiste Mhuire – Evaluation of inclusive practices and provision for children with special and additional educational needs in post-primary schools
 - Borris College – Subject Inspection (Physical Education)
 - Gaelcholáiste Cheatharlach – Subject Inspection (Geography)

Inspections have taken place in the following schools:

- Incidental Inspections have taken place in:
 - Coláiste Eoin – Special Education Needs
 - Tyndall College -Traveller and Roma students in the context of:
 - Accessing the Curriculum and integration
 - Special Education Needs, in the context of students who are not diagnosed, how they are supported.
 - Attendance rates, patterns, supports and interventions.
 - Pastoral Care and Wellbeing supports for these students
 - Social, Emotional supports for these students
- Coláiste Cois Siúire has received notice of an *Evaluation of Special Education Needs (SEN)* Inspection taking place on 26, 28 and 29 November.
- Training for New **Boards of Management** takes place on 03 and 05 December and members were encouraged to attend one of the sessions.

School Leader Appointments – the following appointment have been made:

- Georgina Murphy – Acting Principal, Duiske College
- Conor Walsh – Acting Deputy Principal, Duiske College
- Sharon Coffey – Principal, Grennan College – Sharon took her post on Monday 4 November.
- Sarah Kennedy – Principal Coláiste Aindriú.

6.3 Further Education and Training

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

Capital

Site/FET College: Contracts have been exchanged and the sale has been completed and further correspondence will issue from DFHERIS/SOLAS regarding progression to the next stage.

Purcellsinch: The extension to Purcellsinch is complete and phase 2 Apprenticeship classes have commenced.

EOIs for work at Grennan Mill and College of FET (Ormonde) are awaiting appraisal by SOLAS.

Recruitment: Recruitment for a Training Services Manager is ongoing.

Barbara Behan has been appointed to the post of ALO in Kilkenny.

A Strategic Dialogue meeting is scheduled with SOLAS, focusing on budgets, targets, provision and forecasts for the next number of years.

Teaching and Learning

PLC Census: An audit sample of registered PLC learners in both Carlow Institute of Further Education and Training and College of FET Kilkenny has been completed and the PLC numbers confirmed.

Apprenticeship: Registrations for all craft and 2016 + apprenticeships were high again this year. 324 new apprentices have been registered to date with the craft apprenticeships proving most popular.

Commis Chef Capstone Event: A tremendous culinary event took place in Gowran Park on 23 October where apprentices designed and cooked and served a 7-course tasting menu as part of their assessment.

Adult Literacy for Life Research: This research project seeks to identify perceptions of stigma amongst statutory/NGO and other actors who encounter individuals with unmet literacy, numeracy and digital literacy needs, including but not limited to, for example, Department of Social Protection, Health Service Executive, education and training providers, and employment support agencies including the Local Area Employment Service (LAES) etc. The research project will include a range of these statutory/NGO and other stakeholders across Kilkenny and Carlow.

The requirement for this research has been identified and highlighted by members of the Kilkenny and Carlow Regional Literacy Coalition. Each coalition has responsibility for developing a Regional



Literacy Action Plan which reflects the agreed action framework for addressing local and regional literacy, numeracy and digital inclusion needs. This project, which seeks to explore, understand and identify barriers to engagement is the first step in the development of adult literacy anti-stigma campaign and working towards an inclusive society. The findings from this research project (Phase 1) will inform the development of resources in Phase 2 of the anti-stigma campaign.

This research is being funded by SOLAS - Adult Literacy for Life

SPA Targets: (Up to 30 September 2024)

The updated position regarding the strategic targets for 2024 was outlined.

Nominees to Committees: It was noted that one nominee is required for the Youth Work Committee.

6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

Human Resources

Recruitment

- The process of recruiting to Post of Responsibility positions is ongoing. A matter relating to pace of same was clarified.
- KCETB is continuing to work with Special Schools across Kilkenny and Carlow in the recruiting to teaching positions.
- The Organisation, Support and Development (OSD) function is currently in the process of recruiting an additional APO whose remit will cover Information, Technology, Corporate and Communications and the APO and Grade VII (Finance) are in the process of appointment.

Appointments

- Sharon Coffey has been appointed as Principal of Grennan College.
- Sarah Kennedy has been appointed as Principal in Coláiste Aindriú. Start date to be confirmed.
- Georgina Murphy has been appointed as Acting Principal in Duiske College.
- Conor Walsh has been appointed to Acting Deputy Principal in Duiske College.
- Barbara Behan has been appointed as Adult Literacy Organiser in Kilkenny.

Training

- Training has taken place for schools on KCETB's vetting process and training on CoreHR.

Corporate Services

Leases

- **Transfer of Ownership:** - Grennan Mill from Kilkenny County Council to KCETB
- **Seville Lodge - Additional Office Space (upstairs)** - 01.01.25 – 31.07.27
- **Music Generation Kilkenny – Rental of Storage Space for Musical Instruments Renewal of Lease** – 01.06.25 to 31.05.26
- **Adult Learning Offices - 42 & 43 Upper Patrick Street - Rent Review** – 01.01.25 to 31.08.29

Capital Projects

- 1. Kilkenny Schools Campus**
 - i. Additional funding for an archaeological survey has been approved.
 - ii. The enabling works tenders are being evaluated.
 - iii. A call for pre-qualification expressions of interest is on e-tenders.
- 2. Gaelcholáiste Cheatharlach**
 - i. The technical section in the Department is considering the Stage 2A submission.
- 3. Coláiste Mhuire, Johnstown**
 - i. The Stage 2B designs were submitted to the Department on 11 October.
- 4. Grennan College Thomastown**
 - i. Construction of the new modular unit to provide general classrooms will commence shortly.
 - ii. The Design Team are working on the Stage 1 design for a substantial extension.
- 5. Abbey Community College, Ferrybank**
 - i. Roof repair works have been completed.
- 6. Duiske College, Graiguenamanagh**
 - i. The Design Team has submitted a Viability Report to the DE on the replacement of some existing accommodation and to provide increased accommodation using the Department's Modular Accommodation Framework.
- 7. Borris College**
 - i. The Design Team are scheduled to submit the Stage 2A design for additional accommodation to the Department by the end of January 2025.
 - ii. The building contractor for the roof repair project has been approved.



8. Coláiste Eoin, Hacketstown

- i. The building contractor for the roof repairs has been appointed and work has commenced.
- ii. The design team tenders for the replacement of accommodation project have been evaluated and the competition is at standstill.

9. Coláiste Aindriú, Muine Bheag

- i. Electrical upgrading and boiler replacement works have been completed.

10. Coláiste Cois Siuire, Mooncoin

- a. Reconfiguration works for Universal Access have been completed.

11. Kilkenny City Vocational School

- a. A tender package for the fire safety project contractor is on e-tenders.

12. Grennan Equestrian

- a. The planning pack for the refurbishment project has been submitted to Kilkenny County Council and is due to be returned in January 2025.

13. FET College

- a. The site at Joinersfolly, Kilkenny has been acquired.
- b. The next stage will be the appointment of a design team on instruction from DFHERIS/SOLAS.

14. PV Programme

- a. The PV panels programme has been announced for Carlow.

Finance

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

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

The Chief Executive requested permission to seek sanction from the Minister for continuation of the overdraft facility of €2 million. This facility has never been required but it is considered appropriate to have the facility in place as a matter of financial prudence. The overdraft facility was proposed by Clare Ryan, seconded by Ger Long and agreed.

Governance

1. KCETB Board Staff Nominees

- a. Mr. Seán Lawlor was appointed as the male staff nominee to the Board of KCETB following a staff bye-election process.



2. Policy Management

- a. The following policies were presented for noting:
 - KCETB Procurement Plan 2024
 - KCETB Prevention and Resolution of Bullying at Work Policy 2024

3. Charities Governance Code

- a. Under the Charities Governance Code all registered charities are required to complete a Charities Governance Code Compliance Record Form each year. This document was circulated to members for approval.

4. Shared Services

- a. A new Travel and Subsistence system is operational.

5. Board Training

- a. IPA – ETB Board Governance Training was provided for the board of KCETB on 8 October 2024 by Dr Tom Ward, Senior Governance Specialist with the IPA.

7. Appointment to KCETB Committees and Boards of Management

The following Teacher Nominees to School Boards were proposed for ETB Board ratification:

School Name	Teacher Nominees
Abbey Community College	Claire Bolger Lonergan - Female Nominee
Borris College	Aileen Brennan - Female Nominee
Coláiste Mhuire	Brian Kennedy - Male Nominee
Coláiste Pobail Osraí	Gemma Ní Bhroin - Female Nominee Breandán Ó Cinsellach - Male Nominee



The following Parent Nominees to School Boards were proposed for ETB Board ratification:

School	Male Nominee	Female Nominee
Abbey Community College	David Phelan	Maria Skehan
Borris College	Eamon Coleman	Veronica Doyle
Coláite Aindriú	Leo Broderick	Roisin Pierce
Coláiste Cois Siúire	Tommy Walsh	Margaret Murphy
Coláiste Eoin	Ted Forde	Margaret Goggin
Coláiste Mhuire	David Holland	Jacinta Purcell
Coláiste Pobail Osraí	Eoghan Ó Sé	Adele Walsh
Duiske College	Jeremy Barron	Niamh O'Driscoll
Gaelcholáiste Cheatharlach	Micheál O'Rinn	Emma Uí Bhroin
Grennan College	Edmond Murphy	Róisín Mernagh
KCVS	John Delaney	Inga Heafey
Scoil Aireagail	Tom Coogan	Deirdre Walsh
Tyndall College	Brian Maye	Emma Bolger

These nominations were proposed by Thomas Kinsella, seconded by Ger Long and agreed.

The following Nominees to Boards were proposed for ETB Board ratification:

Carlow Institute of Further Education and Training	
Industry Nominee	Colin Duggan
Community Nominee	Aine Gahan
Higher Education Nominee – Carlow College	Fr. Conn Ó'Maoldhomhnaigh
Staff Nominees	Nuala Dalzell
	Keith Shirley

These nominations were proposed by Clare Ryan, seconded by Ger Long and agreed.

College of Further Education and Training Kilkenny	
Higher Education Nominee - SETU	Niamh Murphy
Staff Nominees	Laura Seoighe
	Vincent Andrews
Student Nominees	Gary Kelly
	Gabriele Morkunaite
Industry Nominee	Rob Mosse



These nominations were proposed by Madailín Mhic Lochlainn, seconded by Jenny Catt Slattery and agreed.

The following Nominees to Boards were proposed for ETB Board ratification:

Abbey Community College	
Trustee Nominees	Br. Denis Minehane
	Caitriona O Reilly
	Sr. Mary Gough

Youth Work Committee	
Carlow Regional Youth Services Nominee	Kathryn Wall
Ossory Youth Nominee	Mary Mescal
TUSLA Nominee	Marie Kennedy
Department of Social Protection Nominee	Fergal Blanchfield
SETU Nominees	Majella Finnegan
	Niamh McCrea
Foroige Nominee	Bernie Meally

LMEP Music Generation Carlow	
Carlow County Council Nominee	Sinead Dowling
KCETB Nominee	David Forde
Primary Schools Nominee	Marie Coen

LMEP Music Generation Kilkenny	
Kilkenny County Council Nominee	Mary Butler
Kilkenny County Council Nominee	Fiona Deegan
Kilkenny Education Centre Nominee	John O'Sullivan
Musician Educator Nominee	Laoise O' Brien
Kilkenny County Childcare Committee Nominee	Julieann Tynan

These nominations were proposed by Jenny Catt Slattery, seconded by David Denieffe and agreed.

8. 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”. It further stipulates that the evaluation should be completed every 2-3 years. Previous boards have agreed to conduct self-evaluations every year as a matter of best practice governance.

The Director of the IAU-ETBs has recommended that the Board should be operational for at least a year to provide for an effective self-evaluation. It is proposed that the first self-evaluation of the current Board is scheduled for September 2025. This was agreed.

9. Risk Management

1. Health and Safety

- a. A Health and Safety Consultant is continuing to work with Corporate Services to ensure the effective operation of the H&S Management System.

2. Cyber Security

- a. Cyber Security is a significant risk and the new Assistant Principal Officer in Corporate Services will facilitate the development of enhanced ICT and ISMS services for KCETB.

3. OCAG Audit 2023

- a. The Audit Management Letter on AFS 2023 identified only two risks and both have a low-risk rating. These will be followed up.

4. Internal Audit

- a. The opening meeting for the Associated/Targeted Grants took place with the IAU -ETBs on 5 November 2024.

5. Pensions

- a. KCETB Pensions are administered and paid by the National Shared Services Office (NSSO).
- b. Education Shared Business Services (ESBS) are a business unit in the Department of Education and are in the process of taking over the administration and payment of pensions in the ETB sector.
- c. Some cases of inaccurate payments to ETB pensioners nationally have been identified with six cases relating to KCETB.
- d. Discussion is ongoing at national level between the DE and DPER regarding these.

6. Service Plan Update – Finance 2024

- a. The FET budgets for ETBs are primarily provided by SOLAS.
- b. The provision for 2024 from SOLAS did not provide for anticipated additional services and costs as per our submission:
 - Learner Allowances



- ESOL
 - Increased PLC teaching numbers
 - Nationally agreed salary costs
 - Apprenticeships
- c. The matter has been continuously discussed between all ETBs and SOLAS.
- d. SOLAS confirmed, at a financial briefing on 5 November, that they are not in a position to provide supplementary funds.
- e. They have requested ETBs to continue the provision of services to the highest possible level within current cashflow to the end of 2024.
- f. The estimated impact on the KCETB FET budget for 2024 was outlined and discussed as were mitigation measures.

10. (a) Minutes and Reports of Committees and Boards of Management for information/approval

Minutes of Boards of Management and committees were noted and confirmed as appropriate by the Board.

10. (b) Report from ETBI Reserve Members Forum

No meeting of ETBI Reserve Members Forum had taken place since the previous meeting of the board.

10. (c) Report from Finance Committee

A virtual meeting of KCETB Finance Committee took place on 8 October 2024.

Members Present:

Chairperson (as agreed for meeting) Gerard Mulvey, Marie Bracken, Shane Finn, Mary Hilda Cavanagh and Peter Cleere.

In attendance:

Eileen Curtis Chief Executive, Liam Scott, Director of OSD and Martha Bolger, Director of FET

The meeting was the first meeting of the new Finance Committee and focused on the acquisition of the FET College site at Joinersfolly, Kilkenny.

A written Summary Report on the FET College Proposal was provided to the Committee.



The Chief Executive and Director of FET detailed the background and process for the establishment of a FET College in Kilkenny, and the current proposal to acquire a greenfield site adjacent to Kilkenny City.

Members discussed the report and expressed their satisfaction with the rationale, analysis, due diligence and thorough process which had been undertaken.

Assurance was sought from the Executive by the Committee:

- i. The correct process was applied to the acquisition of the site and complied with all regulatory and best governance practice.
- ii. Funding agencies are satisfied that the acquisition process complies with all regulatory and best governance practice.
- iii. Zoning is appropriate in the context of the acquisition of the site in the absence of planning permission.

The Executive provided assurances:

- i. The Executive confirmed that all regulatory and best governance practice was exercised in the acquisition of the site.
- ii. The Executive confirmed that SOLAS and DFHERIS approved the transaction and carried out their own due diligence to ensure that all regulatory and best governance practice was exercised in the acquisition of the site to their satisfaction.
- iii. The Executive confirmed that the site was being acquired in the absence of planning permission but following discussions with Kilkenny County Council who have confirmed that the purpose of the facility complies with the current zoning of the site. Kilkenny County Council have confirmed their support in principle for the development of a FET College at the site.

Members congratulated the executive on a worthy initiative which is of major benefit to KCETB, complies with good governance and represents value-for-money.

Members agreed unanimously that the acquisition of the site would be recommended to the Board and expressed their hope that the matter could be finalised in the short term.

A further meeting of the Finance Committee was scheduled for 13 November 2024.

10. (d) Report from Audit and Risk Committee

A virtual meeting of KCETB Audit and Risk Committee took place on 8 October 2024.

Members Present:

Chairperson (as agreed for meeting) Gerard Mulvey, Marie Bracken and Aine Donovan.



In attendance:

Eileen Curtis Chief Executive, Liam Scott, Director of OSD and Martha Bolger, Director of FET

The meeting was the first meeting of the new Audit and Risk Committee and focused on the acquisition of the FET College site at Joinersfolly, Kilkenny.

A written Summary Report on the FET College Proposal was provided to the Committee. The Chief Executive and Director of FET detailed the background and process for the establishment of a FET College in Kilkenny, and the current proposal to acquire a greenfield site adjacent to Kilkenny City.

Members discussed the report and expressed their satisfaction with the rationale, analysis, due diligence and thorough process which had been undertaken.

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Members congratulated the executive on a worthy initiative which is of major benefit to KCETB, complies with good governance and represents value-for-money.

Members agreed unanimously that the acquisition of the site would be recommended to the Board and expressed their hope that the matter could be finalised in the short term.

A further meeting of the Audit and Risk Committee was scheduled for 13 November 2024.

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

191124 - KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 19 November 2024. The minutes will be published online.

Correspondence received and noted.

191124 - KCETB 02 Chief Executive's Report

For adoption

191124 - KCETB 03 Corporate Services

Approve leases

191124 - KCETB 04 Finance

For approval, including permission to seek overdraft facility

For noting, FET budget outturn 2024

191124 - KCETB 07 Appointment of members to KCETB Committees and BOMs

For approval

191124 - KCETB 05 Board Review of Effectiveness

For approval/adoption/noting

191124 - KCETB 06 Risk Management

For approval/adoption/noting, including Charities Governance Code Compliance Record

191124 - KCETB 08 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 Thomas Kinsella, seconded by Ger Long and agreed.




4. Other Business with prior permission of the Chair

Chief Executive Eileen Curtis announced her intention to retire in March 2025. Grateful thanks was extended by the CE to the chairperson and board members; to previous chairs and board members and to the executive team and staff of KCETB.

Thanks, and congratulations was extended to Eileen by the chairperson and board members. It was noted that the matter would be followed up with the DoE.

5. Date of next meeting

Tuesday, 14 January 2025 at 3:30pm in Kilkenny.

Signed: 

Date: 14/1/25