Kilkenny and Carlow Education and Training Board
Minutes
03 September 2024

Date:	03 September 2024
Time:	3.30pm
Venue:	KCETB, Seville Lodge, Callan Road, Kilkenny.

Attendance: Fergal Browne, Mary Hilda Cavanagh, Jenny Catt Slattery, Peter Cleere, Deirdre Cullen, Andrea Dalton, David Denieffe, Maria Dollard, Ger Long, Joe Malone, Sarah Millea, Ann Penfold, Clare Ryan, Joe Sheridan, Jacqueline Shiel, 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, Director of Schools Pauline Egan, Executive Support, Caoimhe Byrne

Apologies: Maurice Shortall, Madailín Mhic Lochlainn, Daniel Pender, Thomas Kinsella

Chairperson Fergal Browne opened the meeting and following her election Chairperson Andrea Dalton 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.

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2. Condolences and congratulations

Condolences were extended to those recently bereaved.

3. Election of Chairperson

Andrea Dalton was nominated as Chairperson by Peter Cleere, seconded by Mary Hilda Cavanagh and agreed.

4. Election of Deputy-Chairperson

Joe Sheridan was nominated as Deputy - Chairperson by Peter Cleere, seconded by Mary Hilda Cavanagh and agreed.

Andrea Dalton and Joe Sheridan were congratulated on their election as chairperson and deputy-chairperson and wished well during their term of office.

5. Minutes of board meetings held on 7 May 2024, 5 June 2024 and 27 August 2024

The minutes of the meetings held on 7 May 2024, 5 June 2024 and 27 August 2024 (1 and 2) had been circulated to board members in advance (Document 030924 – 02/03/04/05). The minutes were taken as read.
The minutes of the meeting on 7 May 2024 were proposed by Mary Hilda Cavanagh, seconded by Peter Cleere and agreed.

The minutes of the meeting on 5 June 2024 were proposed by Fergal Browne, seconded by Peter Cleere and agreed.

The minutes of the first meeting on 27 August 2024 were proposed by Deirdre Cullen, seconded by Maria Dollard and agreed.

The minutes of the second meeting on 27 August 2024 were proposed by Fergal Browne, seconded by Joe Sheridan and agreed.

The minutes were recorded as a true record of the proceedings of the board meetings held on 7 May 2024, 5 June 2024 and 27 August 2024.

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6. Matters arising from minutes

No matters arising.

7. Correspondence

Department of Education Circular Letters

0043/2024 - Revision of Teacher Salaries under The Public Service Agreement 2024 - 2026 effective from 01 June 2024

0044/2024 - Revision of Salaries for Special Needs Assistants (SNAs) under The Public Service Agreement 2024 - 2026 effective from 01 June 2024

0045/2024 - 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 June 2024

0049/2024 - Special Needs Assistant Allocation 2024/25

0050/2024 - Home Tuition Grant Scheme 2024/2025 Special Education Component

0051/2024 - Prescribed material for Junior Cycle English (For the student cohort commencing Junior Cycle in 2024 and presenting for examination in 2027)

0052/2024 - Leave for Candidates in General and Local Elections for Special Needs Assistants employed in Recognised Primary and Post Primary Schools

0053/2024 - Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2024/2025 school year

0054/2024 - Maintenance guidance for all schools

0058/2024 - Parent's Leave Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools

0059/2024 - Parent's Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools

0061/2024 - Home Tuition- Grant Scheme in respect of Maternity Related Absences 2024-25

0063/2024 - Revised Sick Leave Arrangements for all staff in Education and Training Boards other than Teachers and Special Needs Assistants

0065/2024 - Arrangements for the election of staff to Education and Training Boards

Other Departmental correspondence

- DCEDIY - Minor Grant Allocation Letter KCETB
- DOE - Annual & Chairperson's Comprehensive Reports for 2023
- C&AG - KCETB 2023 Audit Cert

Other correspondence
- SOLAS - KCETB - 2024 Devolved Capital Grant Allocation
- KCETB - KCETB Staff Representative - Election (Male Nominee) 2024

8. Chief Executive's Report

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

8.1 Corporate Governance and Administration

The following were noted:

As this was the first business meeting of the newly formed board a number of additional items were included for board consideration as part of the agenda.

Board Induction
- A Board Induction Pack, which is focused on the oversight, governance and risk management role of the board was provided for each member
- Members were asked to review the material which will form part of the training programme provided for members
- Board members were asked to provide signed confirmation that they had received this information to ensure compliance with KCETB's requirement to provide such information on their appointment

Governance Training
A programme of governance training for Education and Training Boards will be provided by the Institute of Public Administration for newly formed boards.

The training will focus on good governance practices and the oversight role of the board in the context of the Code of Practice for the Governance of Education and Training Boards 2019 (An update of this Code is due from the Department of Education).

An initial training workshop for members will take place on **8 October.** A further two online training sessions will also be provided for members.

Training modules will also be provided for the following also:
- Chairpersons of ETB Boards
- Chairpersons of Finance Committees
- Chairpersons of Audit and Risk Committees

- Briefings for CE/Directors

Governance matters

A number of documents relating to the effective functioning of the board were provided as follows:

- Terms of Reference for the Finance Committee
- Terms of Reference for the Audit and Risk Committee
- Standing Orders
- Code of Conduct for Board members
- Protected Disclosures Policy

Introduction to KCETB services and governance profile

It was noted that over the next number of meetings, a profile of the education and training services of KCETB and the governance framework within which it operates would be provided to members to familiarise them with ETB activities. A profile of the budget, staffing and services was provided to members.

It was outlined that new Boards of Management, Finance and Audit and Risk Committees would be established and taken at Item 9 of the agenda. In addition, it was further outlined that our representative to Education and Training Boards Ireland (ETBI), the national representative and management body for all 16 ETBs and Irish Public Bodies (IPB) our insurer would also be nominated at the meeting.

Statutory requirements

Confirmation of the following was noted:

- Approval of the Service Plan 2024
- Certification of the Annual Financial Statements 2023
- Approval of the Annual Report 2023 to be laid before the Houses of the Oireachtas

ETB Administration

It was noted that following ongoing discussion with the Department of Education regarding the expansion of services in ETBs and the additional governance responsibilities on ETBs, a number of additional posts have been sanctioned for KCETB as follows, an APO, 1 Grade 7 and 1 Grade 6. Discussions in respect of the critical work areas which these new posts will cover has taken place and recruitment will now take place.

It was noted that Liam Scott, Director of Organisation, Support and Development (OSD) is the Chief Risk Officer for the ETB and an update on Risk Management will be provided at each meeting.

Ukrainian Supports

Current figures on Ukrainian enrolment (last updated by DoE May 2024) were noted and an update was provided on the ongoing activities under this service.

	Primary (P)	Post-Primary (PP)	Total
Kilkenny	168	130	298
Carlow	161	96	257
	Primary total: **329**	Post Primary total: **226**	Overall Total: **555**

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.

8.2	Schools

Director of Schools Pauline Egan presented the following report:

Teaching and Learning
- All schools and centres recommenced for the 2024/25 academic year in late August.
- Leaving Certificate results issued on 23 August and were of a very high standard across schools and centres. Students and staff were congratulated on their hard work.
- It has been announced that Junior Cycle results for 2024 will issue on 09 October.
- Nominees for the Student of the Year Awards for 2023/2024 were received from each school. The presentation of awards takes place on 06 September.

Teaching and Learning Workshops

A series workshops to enhance teaching and learning in our schools will continue this academic year 2024/25. A refresher workshop for teachers who have previously completed the programme will take place on 05 November. The workshops will be delivered by Mike Hughes.

As part of the Digital Strategy for Schools, the focus has been on the continued embedding of Microsoft Teams (and associated Office 365 Services) in schools for teaching and learning.

The 2024 **TEACH MEET**, a professional learning and sharing event takes place virtually on 24 October. A series of workshops will be provided by teachers from across our schools.

Governance and Management of Schools

- **New Appointments**: Recruitment competitions for the 2024/2025 academic year are now concluding. An induction session took place for new members of staff on 20 August 2024.

  MS Teams Training for new members of staff took place online on 22 August.

  An e-learning module on GDPR training for new members of staff is taking place on the privacy engine platform.

- A number of pop-up briefings took place for our principals and deputy principals around areas of school governance as follows:
  - Briefing for Principals and Deputy Principals on Board of Management Governance including Child Protection and Safeguarding procedures took place on 20 August via MS Teams.
  - A Pop-Up Briefing for Principals and Deputy Principals on arrangements regarding Leave and Substitution for the 2024/25 took place on 30 August via MS Teams.

New School Boards of Management

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

School Name	Teacher Nominees
Borris Vocational School	Cathal Delahunty
Coláiste Aindriú	Sandra Brennan Sean Dowling
Coláiste Cois Siúire	Cáit Foran Jason Dermody
Coláiste Eoin	Kristan Kenny Padraig Connolly
Coláiste Mhuire	Mary Buggy

Duiske College	Sharon Delahunty
	William Watson
Gaelcholáiste Cheatharlach	Caoimhe Uí Fhearaíl
	Richard Mac Mathúna
Grennan College	Sarah Shore
	Edward Hayden
Kilkenny City Vocational School	Deirdre Costigan
	Michael Farrell
Scoil Aireagail	Diane Dalton
	Nicholas O'Donnell
Tyndall College	Clare Halpin
	Mathew Hughes

The Teacher Nominees to School Boards were proposed by Peter Cleere, seconded by Deirdre Cullen and agreed.

8.3   Further Education and Training

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

Governance and Management

FET College, Kilkenny Application: The Preliminary Business Case has been refined and submitted.

Grennan Equestrian: The Department of Further and Higher Education Research, Innovation and Science (DFHERIS) has recommended approval for this project to advance to Stage 2b. This means that KCETB can proceed with a Detailed Design for the upgrade works to the buildings.

Purcellsinch: The new extension to provide additional Phase 2 electrical apprenticeship classes is complete. Additional apprenticeship classes will commence in mid-October. This expands the number of workshops to 4, with additional classrooms and support space.

Expressions of Interest (EOIs) were submitted to SOLAS on 12 August for works at Grennan Mill (roof repairs) and Ormonde College (lift installation).

Teaching and Learning

Leaving Certificate Results: The students in both Youthreach Centres had excellent Leaving Certificate results as announced on 23 August. Students and staff were congratulated on their hard work.

Tertiary Degrees

KCETB is collaborating with SETU to offer four tertiary degree programmes commencing this September. The locations, course types and prospective enrolments were outlined.

Other: Youth Club Grants KCETB Youth Office has received funding of €53,000 under the DCEDIY Minor Grant Scheme 2024.

This grant aims to support UBU funded youth organisations to meet minor costs and any shortfall in programme costs associated with providing additional supports to young people for the remainder of 2024. The purpose of this grant is for organisations to focus on level one universal youth provision, providing support and creating opportunities for all young people in the community. Only UBU funded organisations were eligible to apply.

 Carlow Regional Youth Services received funding of €26,685.50 and Ossory Youth, Kilkenny received funding of €26,314.50.

Strategic Performance Agreement Targets:
As part of the FET Strategy, KCETB has a Strategic Performance Agreement with SOLAS. Targets were set in 2022 by SOLAS and each ETB is required to achieve a set of targets for specific programmes or themes. An update on the performance targets was provided up to July 2024
It was noted that certification levels have increased by 11% for awards made by QQI from Levels 1 – 6 compared to the previous year.

8.4	Organisational Support and Development

Director of OSD Liam Scott presented the following report:

Human Resources

Appointments
- Linda McCormack has been appointed as Deputy Principal in Coláiste Cois Siúire.
- Mary Hunt has been appointed as Deputy Principal in Coláiste Eoin.
- Sean Quigley has been appointed as Deputy Principal in Carlow Institute of Further Education and Training.

Recruitment
A high level of recruitment activity has taken place over the summer period with most new teachers recruited and in situ for the beginning of the 2024/25 academic year.

Kilkenny and Carlow ETB is continuing with appointments to permanent, fixed term and specific purpose positions across our schools, centres and administrative functions.

The process of recruiting to Post of Responsibility positions has now commenced in a number of schools and centres.

Recruitment campaigns have taken place to create the following: FET Adult Educator Panel, Special Needs Assistant Panel and Transport Escort Panel. We have also created an online application process for substitute cover for teaching positions.

Kilkenny and Carlow ETB is in the process of recruiting to teaching positions in seven Special Schools across Kilkenny and Carlow.

Corporate Services

Leases

- **The Vault, Burrin Street, Carlow to Carlow Regional Youth Services**
  Term of Lease - 01.12.24 to 31.10.29 (4yrs & 11 months)

Capital Projects

1. **Kilkennny Schools Campus**
   i. The Design Team are responding to Departmental queries on enabling works and project costs following the submission of the Stage 2b report.
2. **Scoil Aireagail**
   i. The school extension comprising 7 rooms and additional accommodation for the Special Needs Unit is in operation and was officially opened on 28 August.
3. **Gaelcholáiste Cheatharlach**
   i. The technical section in the Department is considering the Stage 2A submission forwarded to the Department in May
4. **Coláiste Mhuire, Johnstown**
   i. The Design Team have commenced work on preparing Stage 2B designs.
5. **Grennan College Thomastown**
   i. The new modular unit is scheduled for installation by early November.
   ii. A Design Team for the additional accommodation project has been appointed.
6. **Abbey Community College**
   i. Roof repair works have commenced.

7. **Duiske College, Graiguenamanagh**
   i. 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. **Borris College**
   i. Following approval from the Department, the Design Team are preparing the Stage 2A design for additional accommodation.
   ii. The architect is preparing a building contractor tender design for the roof repair project.

9. **Coláiste Eoin, Hacketstown**
   i. The tender report on building contracting services has been submitted to the Department for roof repairs.
   ii. A competition to appoint a design team for the replacement of accommodation project is being prepared.

10. **Coláiste Aindriú, Bagenalstown**
    i. Electrical upgrading works are in progress.
    ii. Works to replace the boiler are progressing.

11. **Coláiste Cois Siúire, Mooncoin**
    i. Reconfiguration works for Universal Access have commenced and are scheduled for completion within two months.

12. **Kilkenny City Vocational School**
    i. An application for Emergency Works to address Fire Safety issues is with the department and awaiting approval.

13. **Grennan Equestrian**
    i. Approval to proceed to Stage 2B for major refurbishment works has been received.

14. **Training Services**
    i. Work on the provision of additional apprenticeship training facilities at Purcellsinch has been completed.

15. **PV Programme**
    i. PV panels have been provided for schools in County Kilkenny.

Finance

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

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Governance

1. **KCETB Board Staff Nominee**
   a. As no male nominee was nominated at the April/May elections, a re-election has commenced in accordance with attached **Circular 65/2024.** Details have been circulated to all staff as required.

2. **Climate Action**
   a. An update of the Climate Action Framework was submitted to SEAI in June 2024.
   b. Reconfiguration of the OSD structure will facilitate the development of the Climate Action service in KCETB.

3. **Service Plan 2024**
   a. KCETB Service Plan 2024 has been approved by the Department of Education.

4. **Shared Services**
   a. A new T&S system is scheduled for implementation from September to November 2024.
   b. KCETB are negotiating a timeline with ESBS to introduce a purchase card system.

5. **OSD Staff Structure**
   a. Sanction has been received from the Department of Education for the recruitment of three additional staff to provide for expanded and new service requirements in KCETB.
   b. The posts are APO * 1, Grade 7 * 1 and Grade 6 * 1.
   c. The OSD directorate staff complement will be configured to facilitate the effective delivery of new and enhanced services.

9.   Risk Management

1. **Health and Safety**
   a. A Health and Safety Consultant is advising on enhancements to the H&S Management System.
   b. ASM Consultants have developed new Safety Statements in conjunction with schools.
   c. New Risk Assessments are being developed for schools at present.

2. **Cyber Security**
   a. Cyber Security is a major risk, and all public sector bodies are required to achieve the National Cyber Security Council baseline standards of 2022 by 2026.
   b. The IAU and KOSI Consulting facilitated workshops for all ETBs, based on the Sectoral ICT Audit, which advocates a management led approach to achieving the baseline standards and addressing broader information security management.

c. KCETB is undertaking considerable work in this area in conjunction with ETBI and IPB with a larger work programme required in the future. Substantial investment in licencing and human resources will be required to meet the baseline standards by 2026.

d. 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.

e. Reconfiguration of the OSD staff structure will facilitate the development of enhanced ICT and ISMS services for KCETB.

3. **OCAG Audit 2024**

a. The Office of the Comptroller and Auditor General (OCAG) have certified the KCETB Annual Financial Statements for 2023.

4. **Internal Audit**

a. The closing meeting for the IAU-ETBs audit on the FET apprenticeship programme is scheduled for 3 September 2024.

10. Appointment of members to KCETB Committees, Boards of Management and external bodies

The Board appointed representatives to the Finance Committee, Audit and Risk Committee, Boards of Management and external bodies. Details of appointment are outlined in Appendix 1.

11. Nominees to attend ETBI Conference

ETBI Annual Conference will take place on Wednesday and Thursday 25 and 26 September 2024 in Clayton Whites Hotel, Wexford. The following delegates were nominated to attend:

1. Peter Cleere
2. Mary Hilda Cavanagh
3. Joe Malone
4. Joe Sheridan
5. Maria Dollard

Peter Cleere's nomination was proposed by Mary Hilda Cavanagh, seconded by Joe Malone and agreed. Mary Hilda Cavanagh's nomination was proposed by Peter Cleere, seconded by Joe Malone and agreed. Joe Malone's nomination was proposed by Peter Cleere, seconded by Mary Hilda Cavanagh and agreed. Joe Sheridan's nomination was proposed by Peter Cleere, seconded by Joe Malone and agreed. Maria Dollard's nomination was proposed by Mary Hilda Cavanagh, seconded by Joe Malone and agreed. It was noted by the board that should

members be unable to attend they should indicate same so that other members could be considered, and this was agreed. The executive team to also attend.

12. (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.

12. (b) Report from ETBI Reserve Members Forum

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

12. (c) Report from Finance Committee

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

12. (d) Report from Audit and Risk Committee

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

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

030924 - KCETB 01 Minutes of previous meeting(s)
Adopt the recorded minutes of the meeting held on 07 May 2024, 05 June 2024 and two meetings on 27 August 2024. The minutes will be published online.
Correspondence received and noted.

030924 - KCETB 02 Chief Executive's Report
For adoption

030924 - KCETB 03 Corporate Services
Approve leases

030924 - KCETB 04 Finance
For approval

030924 - KCETB 05 Risk Management
For approval/adoption/noting

030924 - KCETB 06 Appointment of members to KCETB Committees, BOMs and external bodies
For approval

030924 - KCETB 07 Report of Committees
For information – BOM minutes

030924 – Attendance of members at ETBI Annual Conference
For approval

Unless stated previously the above items were adopted by the board as proposed by Clare Ryan, seconded by David Denieffe and agreed.

14.   Other Business with prior permission of the Chair

15.   Date of next meeting
Tuesday, 19 November 2024 at 3:30pm. A separate document with the schedule of meeting dates for 2024/25 was circulated to board members.

Signed: _____

Date: ___19/11/24___