

## Kilkenny and Carlow Education and Training Board Minutes 14 January 2025

Date: 14 January 2025  
Time: 3.30pm  
Venue: Unit M Purcellsinch Industrial Estate, Dublin Road, Kilkenny, R95 XORN

Attendance: Fergal Browne, Deirdre Cullen, Jenny Catt Slattery, Andrea Dalton, Maria Dollard, Seán Lawlor, Ger Long, Madailín Mhic Lochlainn, Joe Malone, Ann Penfold, Sarah Millea, Clare Ryan, Jacqueline Sheil, Joe Sheridan, Maurice Shortall, 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, David Denieffe, Thomas Kinsella, Ger Long, Daniel Pender

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.

## 2. Condolences and Congratulations

Congratulations was extended to Elaine Ware on winning the Ladies Gaelic Football Intermediate Club All- Ireland.

Congratulations was extended to Peter Cleere on his election as a TD.

Condolences were extended to those recently bereaved.

## 3. Minutes of the board meetings held on 19 November 2024

The minutes of the meetings held on 19 November 2024 had been circulated to board members in advance (Document 140125 – 02). The minutes were taken as read.

The minutes of the meeting on 19 November 2024 were proposed by Jenny Catt Slattery, seconded by Jacqueline Shiel and agreed. The minutes were recorded as a true record of the proceedings of the board meetings held on 19 November 2024.

## 4. Matters arising from minutes

Clarification on a procedural item was provided.

## 5. Correspondence

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

- 0083/2024 - Code of Practice for the Governance of Education and Training Boards 2024
- 0086/2024 - Prescribed material for Junior Cycle Irish for students presenting for Final Examination in 2027, 2028 and 2029
- 0087/2024 - NQF Level 9 Graduate Diploma in Social Personal and Health Education/ Relationships and Sexuality Education (SPHE/ RSE) Programme 2025
- 0088/2024 - Cost-of-living measure to support increased school running costs
- 0092/2024 - Special Leave with Pay for Sporting Purposes for Registered Teachers employed in Recognised Primary and Post-Primary Schools
- 0093/2024 - Special Leave with Pay for Sporting Purposes for Special Needs Assistants employed in Recognised Primary and Post-Primary Schools
- 0001/2025 - Guidance in Post-Primary Schools



### **Other Departmental correspondence - for information**

- DoE - Code of Practice for the Governance of ETBs 2024 publication
- DoE - Cost of Living Grant 2024
- DCEDIY - Letter of Allocation for Integration Fund 2025

### **Other correspondence - for information**

- ETBI - Phase 2 Governance Training for ETB Board Members
- IPB - Members Commercial Dividend 2025
- SOLAS - Devolved Capital Grant Top Up
- SOLAS - College of the Future (CotF) PBC - Approval Gate 1 Letter
- DCEDIY- UBU Allocation 2025

## **6. Chief Executive's Report**

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

### **6.1 Corporate Governance and Administration**

#### **Disruption to Services**

It was noted that considerable disruption was caused to services due to the poor weather. Some schools and centres were closed for one day with others closed for a longer period. Thanks was extended to all staff who maintained services across the organisation, especially to principals/co-ordinators/centre managers and caretakers who co-ordinated local responses.

#### **Ethics Declarations**

Documentation in compliance with the Ethics in Public Office Acts 1995 and 2001 and the Code of Practice for the Governance for ETBs 2024, in regard to the disclosure of interests was circulated to all members. These forms must be returned by 22 January 2025.

#### **Approval of Service Plan**

Approval of the annual Service Plan for 2025 is required prior to March 1 in accordance with the Education and Training Boards Act 2013 and the Code of Practice for the Governance of ETBs 2024. A meeting of the Finance committee must take place prior to the Board meeting. The ETB meeting to consider the Service Plan 2025 is scheduled for Tuesday 18 February 2025.

#### **Approval of Annual Financial Statements**

Approval of the draft Annual Financial Statements (AFS) 2024 will take place at the March meeting on Tuesday 18 March 2025.



The Finance Committee and the Audit and Risk Committee have a specific role and work programme in relation to the AFS and internal control assurances prior to approval of the statements. This is essential to meet the DE submission deadline.

#### **Report on Service Plan 2024**

A report on the Service Plan for 2024 was circulated for board members. This document reflects progress on priorities and actions during the year.

#### **Code of Practice for the Governance of ETBs 2024 (Circular 0083/2024)**

The revised Code of Practice for ETBs issued in December and comprises the systems and procedures by which the ETB is directed and provides a framework for the application of good practice in corporate governance. A copy of the code was provided to members of the board. The Code of Conduct for Members and the Standing Orders were updated accordingly and circulated also. The Code of Practice, Code of Conduct for Members and the Standing Orders were adopted on the proposal of Deirdre Cullen, seconded by Clare Ryan and agreed.

#### **Board Members Guide to Good Governance**

At the September meeting a presentation was made to members on the services provided by KCETB and this was followed in November with a presentation on the legislative and governance framework within which the ETB operates. A presentation was made to members on the **reserved** functions of the ETB, those functions which the board is required to perform. These presentations, in addition to the IPA Training, provide members with the guidance and information needed to fulfil the role of board member. Board of Management, Audit and Risk Management and Finance Committee training for members has also taken place. The follow up on-line training scheduled for members with IPA was also outlined.

#### **Ukrainian Supports Update**

The DE has notified ETBs that provision under the REALT programme has been extended to 31 December 2025. It was noted that the enrolment figures for Carlow and Kilkenny remain steady at 268 and 294 respectively. English language classes continue to be provided. The ongoing work with the Community Integration Fora and other partners was also noted. Members noted concerns regarding disruption to learning and integration resulting from accommodation reassignment.

## 6.2 Schools

Director of Schools Pauline Egan presented the following report:

### Teaching and Learning

- Term Two for schools began 6 January with all our school remaining closed on 6 January. Throughout the week daily risk assessments continued to take place by school management and decisions regarding school arrangements being made locally in light of adverse weather conditions in consultation with Kilkenny and Carlow ETB.
- An **Ethos CPD Event** took place on 13 December 2024 delivered by Seamus Conboy and Niall Mulpeter from ETBI. Principals, Deputy Principals and Ethos Leads attended from schools.
- A workshop on Code of Behaviour and Corporate Services Supports was provided to newly appointed deputy principals on 9 December.
- The second session of ***Integrating Restorative Practices training into our professional practice***, with 12 teachers involved, took place on 9 January.
- The fifth iteration of the Certificate in Restorative Practices in collaboration SETU began on 8 January with 16 teachers and SNAs participating on the programme.
- **The ETBI Principals' and Deputy Principals' Conference** takes place in Cavan on the 30 and 31 January 2025.

### State Examinations

Planning is underway in schools regarding arrangements for the State Examinations.

The timetables for the 2025 Leaving Certificate, Leaving Certificate Applied and Junior Cycle examinations have been published on [www.examinations.ie](http://www.examinations.ie) , including details regarding oral examinations.

### Governance & Management

#### Inspections

Coláiste Aindriú - Subject Inspection – Geography

Kilkenny City Vocational School – Programme Evaluation – Leaving Certificate Applied

**Board of Management Training** took place on 3 and 5 December in Kilkenny and Carlow respectively. 63 were in attendance in Kilkenny with 40 in attendance in Carlow.



## **Human Resources**

Career Break/Job share/Transfers forms were emailed to schools before Christmas. The deadline for teacher applications is 1 February 2025 with the deadline for SNAs being 1 March.

Competency based interview training together with post-holder interview training is being scheduled to take place in February and notification will be provided.

## **6.3 Further Education and Training**

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

### **Governance**

#### **Devolved Capital**

Additional money was received in December under the Devolved Capital Grant for 2024.

#### **SOLAS Strategic Dialogue**

KCETB hosted SOLAS for a Strategic Dialogue meeting on 27 November 2024 at Carlow Institute of Further Education and Training. This dialogue focused on the FET learner experience, workforce development and system transformation.

#### **Apprenticeship**

A review of apprenticeship funding and expenditure across FET is planned for Quarter 1 2025. The review will examine the costs to deliver apprenticeship programmes from January – December 2024 with recommendations likely to follow.

#### **KCETB Apprentice Registrations**

Registrations for new apprentices increased from 315 in 2023 to 389 in 2024.

The 2024 Champions in The Workplace Awards took place on 5 December 2024. Samantha Byrne from Vanilla Hair Design, Carlow was awarded the Mentor Assessor Award.

#### **Strategic Performance Agreement Targets/TABLEAU**

It was outlined that in 7 of the 9 specified areas the targets set have been exceeded. Updated data is awaited on Key Skills Needs and Green Skills.

The preliminary beneficiary figures for 2024 were provided with the finalised data currently being compiled.



### **Synthesis of the Education & Training Board Follow-Up Reports**

QQI have produced a synthesis report, which presents an overview of Follow-Up Reports (from the Inaugural Review), and highlights the development and progress in quality assurance within the ETBs since the Inaugural Review.

KCETB is cited in this report regarding improvements in CPD, Data Management and Teaching, Learning and Assessment.

### **Quality Assurance**

In December the **KCETB QA Handbook** was published online. A full outline of the handbook areas was provided, and it was outlined that it will be maintained online and updated appropriately to support key aspects of QA governance and management.

### **Youth Office**

The Co-ordination group met to review the UBU renewal forms for 2025 for the 6 UBU projects across Carlow and Kilkenny. The 2025 funding allocation has been received to support the 6 UBU projects in Ossory Youth and Carlow Regional Youth Services.

### **Music Generation**

Concerts took place in Kilkenny and Bagenalstown on 16 December 2024. The festive evening was a culmination of the participation by many young people in music education activities across both programmes during 2024.

## **6.4 Organisational Support and Development**

Director of OSD Liam Scott presented the following report:

### **Human Resources**

#### **Recruitment**

An update in respect of recruitment was provided.

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

Staff have been forwarded details in respect of Application for Career Breaks and Job Sharing in the 2025-2026 academic year. The deadline for applications is the 1 February 2025 for teaching members of staff and 1 March 2025 for SNAs.

#### **Appointments**

- Sarah Kennedy commenced employment as Principal in Coláiste Aindriú.
- Melinda Niland commenced employment as Training Services Manager.



- Clare O'Shaughnessy will commence employment as Administrative Officer (Grade VII) with the Finance Department.
- Siobhan Mellamphy will commence employment as Administrative Officer (Grade VII) with the HR Department on 20 January 2025.
- Claire Meehan will commence employment as Administrative Officer (Grade VII) with the Corporate Services (Kilkenny).
- David Guiney commenced employment as Assistant Principal Officer, Head of Information, Technology, Corporate and Communications.

## Corporate Services

### Leases

- **Scoil Aireagail, Ballyhale**, Use of field from Carmelite Friars - **Term of Lease:** 01.09.25 to 31.05.26
- **College of FET, Kilkenny - PLC – (Hairdressing) Village Inn Business Centre, Kilkenny - Term of Lease** – Period of cover, 05.07.25 to 04.07.27
- **Music Generation Kilkenny – Rental of Storage Space for Musical Instruments - Term of Lease:** 01.06.25 to 31.05.26

## Capital Projects

### 1. Kilkenny Schools Campus

- a. The Archaeological Surveys have been completed and a final report is due.
- b. Approval is awaited from the DE for the Enabling Works Programme.
- c. The construction pre-qualification competition is at report stage with the panel requiring approval from the DE.

### 2. Gaelcholáiste Cheatharlach

- a. A detailed response to the 2A submission was discussed with KCETB and the school on 19 December 2024 and will be forwarded to the Department for approval.

### 3. Coláiste Mhuire, Johnstown

- a. The Stage 2B design has been sanctioned to proceed to planning and documentation is being prepared.

### 4. Grennan College Thomastown

- a. Construction of the new modular unit to provide general classrooms has commenced and is due to be operational by the end of February 2025.
- b. The Design Team are working on the Stage 1 design for a substantial extension.





**5. Duiske College, Graiguenamanagh**

- a. 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. Discussions are ongoing.

**6. Borris College**

- a. The Design Team are scheduled to submit the Stage 2A design for additional accommodation to the Department by the end of January 2025.
- b. The building roof repair project is nearing completion.

**7. Coláiste Eoin, Hacketstown**

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

**8. Kilkenny City Vocational School**

- a. An e-tender competition for the fire safety project contractor closed on 6 December 2024 and the successful contractor is being appointed.

**9. 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.

**10. Corporate HQ**

- a. An options proposal which includes a Multi-criteria Analysis Report has been prepared for the Department.

**11. FET College**

- a. The next stage of the FET College project will be the appointment of a design team on instruction from SOLAS.

## Finance

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

### Overdraft Facility

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

At its meeting on 19 November 2024, the board considered the Chief Executive's proposal to seek the consent of the Minister for Education to approve continuation of its overdraft facility. Sanction has been received from the Department of Education for an overdraft of €2,000,000



covering the period 7 December 2024 to 6 December 2025. Under Section 49 of the Education and Training Boards Act 2013, having regard to the directions of the Minister, the Chief Executive requested the Board to accept proposal. The continuation of the overdraft facility, duly sanctioned, was proposed by Jenny Catt Slattery, seconded by Madailín Mhic Lochlainn and agreed.

## Governance

### 1. Policy Management

- a. The following policies were presented for noting:
  - Parents Association Bank Account Policy.
  - School Bank Accounts Policy.
  - Professional Development Support Scheme Policy.

### 2. Code of Practice for the Governance of ETBs 2024

- a. A briefing for senior management of KCETB is being organised for April in conjunction with Tipperary ETB and Laois Offaly ETB.

### 3. Board Training

- a. The second Phase of IPA-ETB Board Governance Training was outlined as commencing online on 20 January 2025.
- b. The third Phase of IPA-ETB Board Governance Training is to commence online on 11 March 2025 concluding on 14 April 2025.
- c. In-Person Workshops for the Chairs/Deputy Chairs of ETB Boards together with Chairs/Deputy Chairs of Risk and Audit Committees plus Finance Committees, will be held in ETBI Naas in February/early March.

## 7. Appointment to KCETB Committees and Boards of Management

The Board considered the appointment/confirmation of nominees and chairpersons to Boards of Management of schools and centres and committees as detailed.

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

Audit and Risk Committee	
Nominee of KCETB Board	Sarah Millea

Tyndall College	
Nominee of KCETB Board	Seán Lawlor

College of Further Education and Training Kilkenny	
Industry Nominee	Joanna Hannrick

The following Community Nominees were proposed for ETB Board ratification:

School	Community Nominee(s)
Borris College	Kieran Lucas & Helen O'Keefe
Coláiste Cois Siúire	Martin Gordon
Coláiste Eoin	Tom Nolan, Catriona Cullen & Grainne O'Toole
Coláiste Mhuire	Jerry Fogarty & Rena Ryan
Coláiste Pobail Osraí	Malcolm Noonan, Aodán Ó Ruairc & Siobhán Ní Chorcora
Duiske College	Tom Walsh & Brenda Foskin
Gaelcholáiste Cheatharlach	Seán Mac Diarmada
Kilkenny City Vocational School	Martin Brett
Tyndall College	Colin Duggan & Seamus Donohue & Tara Geoghan

These nominations were proposed by Clare Ryan, seconded by Maria Dollard and agreed.

The following Chairpersons of Boards/ Committees were proposed for ETB Board confirmation:

Committee Name	Chairperson
Audit and Risk Committee	Ger Mulvey
Finance Committee	Maria Bracken

School / Centre	Chairperson
Borris College	Clr. Thomas Kinsella
Coláiste Eoin	Ted Forde
Coláiste Mhuire	Clr. Mary Hilda Cavanagh
Scoil Airegail	Ger Long
Tyndall College	Clr Andrea Dalton
Carlow Institute of Further Education and Training	Colin Duggan
College of Further Education and Training Kilkenny	Clr Joe Malone

These nominations were proposed for confirmation by Ann Penfold, seconded by Jenny Catt Slattery and agreed.

## 8. Risk Management

### 1. Health and Safety

- a. A Health and Safety Consultant is working with Corporate Servies to ensure the effective operation of the H&S Management System.
- b. ASM Consultants have developed new Safety Statements in conjunction with schools.
- c. New Risk Assessments are in use in schools.

### 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 appointment of David Guiney on 6 January 2025 as Assistant Principal Officer in Corporate Services – ITCC will facilitate the development of enhanced ICT and ISMS services.

### 3. Internal Audit

- a. The closing meeting for the Associated/Targeted Grants took place with the IAU - ETBs on 13 January 2025.

### 4. Service Plan Update - Finance 2024

- a. SOLAS provided supplementary funds of €750,000 in December 2024.
- b. Together with cost saving measures introduced internally, the supplementary funds have reduced the previously estimated deficit significantly.

## 9. (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.

## 9. (b) Report from ETBI Reserve Members Forum

No update was provided at this meeting.

## 9. (c) Report from Finance Committee

### Report from meeting of KCETB Finance Committee on 11 December 2024.

Members in attendance: Chairperson Ger Mulvey, Marie Bracken, Mary Hilda Cavanagh, Ger Mulvey and Shane Finn. Apologies: Fergal Browne.

Also in attendance: Liam Scott, Director of OSD and Linda O'Brien, Head of Finance.



A meeting of the Finance Committee took place on Wednesday 11 December 2024 in KCETB HQ, Athy Road, Carlow. The Committee's activities included consideration of the following agenda items:

- Minutes of 8 October 2024 meeting
- Risk Management Report
- Executive Report
- Capital Projects Report
- Finance Report including SOLAS funding.

The next meetings of the Finance Committee are scheduled for Friday 14 February and Friday 14 March 2025.

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

### **Report from meeting of KCETB Audit and Risk Committee on 17 December 2024.**

Members in attendance: Chairperson Ger Mulvey, Daniel Pender, Ger Long and Marie Bracken. Also in attendance: Liam Scott Director of OSD and Philip Doyle, Buildings Officer.

A meeting of the Audit and Risk Committee took place on Tuesday 17 December 2024 in KCETB Offices, Seville Lodge, Kilkenny. The Committee's activities included consideration of the following agenda items:

- Minutes of 13 November 2024 meeting
- Executive and Risk Management Reports
- Internal Audit Reports
- Health and Safety Audit – April 2024
- Sectoral Audit on Enrolment – November 2024
- OCAG Management Letter and Audit Report 2024 – AFS 2023
- Audit Plan 2025 – 2027
- System of Internal Control 2025

The next meetings of the Audit and Risk Committee are scheduled for Friday 7 February and Friday 14 March 2025.

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

### **140125 - 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.

### **140125 - KCETB 02 Chief Executive's Report**

For adoption

### **140125 - KCETB 03 Corporate Services**

Approve leases

### **140125 - KCETB 04 Finance**

For approval, including the continuation of the overdraft facility

### **140125 - KCETB 05 Appointment of members to KCETB Committees and BOMs**

For approval

### **140125 - KCETB 06 Risk Management**

For approval/adoption/noting

### **140125 - 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 Madailín Mhic Lochlainn, seconded by Deirdre Cullen and agreed.

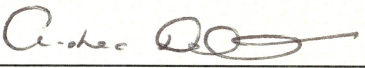
## 4. Other Business with prior permission of the Chair

The chairperson thanked the staff of the Training Services Centre, Purcellsinch for hosting the meeting and wished them well in their new extended premises.



**5. Date of next meeting**

Tuesday, 18 February 2025 at 3:30pm.

Signed: 

Date: 18/2/25

