

**Kilkenny and Carlow Education and Training Board**  
**Minutes**  
**18 February 2025**

Date: 18 February 2025  
Time: 3.30pm  
Venue: Carlow Institute of Further Education and Training, Kilkenny Road, Carlow

Attendance: Fergal Browne, Mary Hilda Cavanagh, Deirdre Cullen, Andrea Dalton, Maria Dollard, Thomas Kinsella, Seán Lawlor, Ger Long, Joe Malone, Madailín Mhic Lochlainn, Sarah Millea, Daniel Pender, Ann Penfold, Clare Ryan, Jacqueline Sheil, Kathryn Wall

Also in attendance: Chief Executive Eileen Curtis, Director of Schools Pauline Egan, Director of Organisation, Support and Development Liam Scott, Executive Support Caoimhe Byrne

Apologies: Jenny Catt Slattery, David Denieffe, Maurice Shortall, Joe Sheridan, Director of Further Education and Training Martha Bolger

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 (2024) 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 Coláiste Mhuire Johnstown on winning the All- Ireland senior camogie championship.

Condolences were extended to those recently bereaved.

## 3. Minutes of the board meetings held on 14 January 2025

The minutes of the meetings held on 14 January 2025 had been circulated to board members in advance (Document 180225 – 02). The minutes were taken as read.

The minutes of the meeting on 14 January 2025 were proposed by Seán Lawlor, seconded by Madailín Mhic Lochlainn and agreed. The minutes were recorded as a true record of the proceedings of the board meetings held on 14 January 2025.

## 4. Matters arising from minutes

No matters arising.

## 5. Correspondence

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

- 0002/2025 - Prescribed Material for the Leaving Certificate Drama, Film and Theatre Studies Examination 2027, 2028, 2029 (For student cohort commencing 5<sup>th</sup> year in Sept 2025, 2026 & 2027)
- 0003/2025 - Teacher Fee Refund Scheme 2024
- 0007/2025 - Staffing Arrangements in Education and Training Boards for the 2025/26 school year
- 0012/2025 - Amendments to the Social Education Leaving Certificate Applied (LCA) Module Descriptor
- 0014/2025 - Revised Domestic Subsistence Allowances effective from 29 January 2025 payable to Staff in Education and Training Boards (ETBs) and Members of ETBs and of ETB Statutory Committees

### Other Departmental correspondence – for information

- DCEDIY - LYCGS Allocation Letter 2025
- DCEDIY - KCETB Letter of Allocation for TYESI 2025



- DCEDIY - KCETB YIC Letter of Allocation 2025
- DCEDIY- UBU Resilience and Effectiveness Initiative 2025

#### **Other correspondence**

- SOLAS - Kilkenny Carlow ETB 2025 Devolved Capital Grant

## **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:

#### **Service Plan**

Under the requirements of the Education and Training Boards Act 2013 and the Code of Practice for the Governance of ETBs 2024, the board is required to adopt the Annual Service Plan for submission to the DE prior to 1 March. The Finance Committee have a role in reviewing the draft of the Service Plan and did so at their meeting on the 14 February. The KCETB Service Plan for 2025 was circulated to members and a presentation made by the CE.

#### **Annual Financial Statements 2024 (AFS)**

The adoption of the AFS is required by the Act and the Code also and requires that the board adopt the ASF prior to submission to the DE by 1 April. The accounts are currently in preparation for the ETB meeting on the 18 March.

#### **ETB Week**

ETB Week will take place from 24 - 28 March with ETBs across the country invited to submit awards under a series of categories, as well as undertake events to promote our services. The launch of an ETBI publication about ETBs will also take place on the 26 March. The KCETB article on restorative practice was prepared by Pauline Egan, Director of Schools.

#### **FET Updates**

It was noted that a meeting took place with SOLAS on capital developments on 24 January and a planning meeting is due to be scheduled regarding future planning and funding for 2025. It was also noted that work is ongoing in respect of the accounts and the outturn for 2024 with the position substantially improved due to additional funding and revisions taken at local level. Further engagement with SOLAS will take place in respect of 2025 service delivery.

### **Ukrainian Educational Provision**

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 and demand for places has been met to date.

## **6.2 Schools**

Director of Schools Pauline Egan presented the following report:

### **Teaching and Learning and Assessment**

A webinar for KCETB Schools on the use of Artificial Intelligence in Education took place on 28 January. 80 were in attendance. This webinar was delivered by Áine Byrne, PD and TEL Office.

### **Certificate in Restorative Practice**

This programme running over 12 weeks, started on 10 January 2025 and is a collaboration between Kilkenny and Carlow ETB and SETU Carlow. 16 teachers and SNAs are engaged with the programme.

**ETBI Annual Principals and Deputy Principals Conference** took place on 30 and 31 January 2025 and the theme of the conference was Leadership for Excellence.

**KCETB Guidance Counsellor Professional Learning Event** takes place on 25 February 2025. The session will provide updates on PLC Programme and FET Options for 2025/2026.

**ETB Week – takes place 24 to 28 March.**

Details of the award areas recognising excellence, innovation and inclusion were outlined.

**ETBI Induction for Newly Appointed Principals and Deputy Principals** takes place 6 March 2025.

**KCETB Principals and Deputy Principals Spring Conference** takes place 13 and 14 March 2025 in Portlaoise and the theme of the conference this year is Leadership for Change.

## Governance and Management of Schools

### Inspections

- **Coláiste Aindriú** – final inspection report has issued for the subject Inspection in Geography.
- **Kilkenny City Vocational School** – draft report issued for school response on the Programme Evaluation (LCA) that took place on 10 December 2024.
- **Coláiste Eoin** – a subject Inspection took place in Maths on 21 and 22 January 2025.
- **Borris College** – an incidental Inspection took place on 14 January 2025.

### Human Resources

The Initial Staffing Allocation for 2025/26 has been issued by the Department of Education and the contracts for 2025/26 will issue to schools in the coming week.

Applications in relation to job-sharing, career break and transfer for teaching staff closed on 1 February 2025. There were 36 Job Sharing applications, 23 Career Break applications and 8 Transfer applications for schools for the 2025/2026 academic year.

**Audit & Risk Committee** - Assurance Checklists from schools have been completed and returned by principals. The Director of Schools attended the Audit and Risk Committee meeting on 7 February 2025.

## 6.3 Further Education and Training

Chief Executive Eileen Curtis presented the following report:

### Governance

#### Capital Planning

A meeting took place with SOLAS on 24 January to review capital projects and expenditure for 2024 and plan for 2025. The discussion focused on utilisation of Project Management Services, observance of governance and financial requirements, and adherence to programme guidelines, particularly for funding draw-downs. KCETB was commended for their adherence to guidelines and reporting.

#### Devolved Capital

KCETB's 2025 Devolved Capital Grant (DCG) is €435,000. This is a fixed figure at the same level for the years 2024-2026 to allow for improved planning and expenditure.

The Green Devolved Capital Grant is also €435,000.



### **Grennan Mill**

A review of the Mill building is in progress, with a view to scoping a plan for future use. This will involve consultation and identification of options.

### **Audit and Risk Committee**

The Director of Further Education and Training met with the Audit and Risk Committee on 7 February. All centres have completed the Assurance Checklists.

### **2025 Financial Allocation**

No budget or teaching allocation has been received to date.

### **Review of KCETB Website**

Following the Managing Authority's information session in October 2024 on Communication Compliance for the current EU programme, i.e. EIST 2021-2027, SOLAS conducted an initial review on Kilkenny and Carlow ETBs' website. This review was to ensure compliance with the current requirements. Websites and social media updates have been made following recommendations.

### **EIST Upload & Declaration**

Non-financial declarations have been created on the new IEFAS system for Adult Literacy and Youthreach to assist reporting on the EU funded aspects of these programmes.

### **Quality Assurance**

The Interim Quality Report has been submitted as has a progress update on KCETB's inaugural review follow-up report.

### **DSP Central Co-ordination Group**

This group meets 2/3 times per year. The group comprises of FET Senior Management representatives and senior DSP staff. The group recommends programme provision and engagement initiatives for DSP clients. The group is part of a wider DSP ETB protocol agreement working to improve the employability of Social Welfare clients.

### **Teaching and Learning**

#### **Adult Literacy**

The Adult Literacy for Life Collaboration and Innovation Fund closed for applications on 7 February and details of the partner applications was provided.



### **Upcoming Events**

The ETBI FET Conference is taking place on 25 - 27 February and the annual event with KCETB Guidance Counsellors is on 25 February. The **Music at Mount Leinster Gala Concert** is being held in Visual on 19 February at 7.30pm and members were invited to attend.

### **Apprenticeship EXPO**

An Apprenticeship Exhibition will be hosted at the Lyrath Hotel on 6 March. This exhibition will feature a large range of national and regional companies as well as consortia who are currently recruiting for apprentices.

## **6.4 Organisational Support and Development**

Director of OSD Liam Scott presented the following report:

### **Human Resources**

#### **Recruitment**

KCETB is currently recruiting for the following positions:

- Senior Training Advisor in Training Services (Grade VII)
- Assistant Staff Officer – Grade IV Panel

#### **Competency Based Interview Training**

Training for ETB Board Members and Senior Managers took place on the 13 February 2025 in the Kilkenny Education Centre. The training was facilitated by the Communications Clinic and Dominic McEvoy, ETBI Schools' Leadership and Management Advisor.

#### **Appointments**

Gillian Hegarty has been appointed as Senior Staff Officer (Grade VI) with the Information, Technology, Corporate and Communications Department.

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

The deadline for applications to apply for Career Breaks and Job Sharing in the 2025/2026 academic year was the 1 February 2025 for teaching members of staff and 1 March 2025 for SNAs.

#### **Allocation 2025/26**

The initial allocation has been received in respect of the Schools for the 2025/2026 academic year. Schools are currently in the process of preparing applications in respect of curriculum concessions.

## Gender Pay Gap

The Gender Pay Gap Information Act came into law in July 2021. The Gender Pay Gap Report for 2024 is now available on our website: [www.kcetb.ie](http://www.kcetb.ie).

## Corporate Services

### Leases

- **Scoil Aireagail, Ballyhale, Use of field from Carmelite Friars**  
Term of Lease – 01.09.25 to 31.05.26
- **Hospitality Commis Chef Training (Training Services), Gowran Park**  
Extension of lease to 01.10.29
- **Music Generation Kilkenny – Rental of Storage Space for Musical Instruments**  
Renewal of Lease – 01.06.25 to 31.05.26
- **College of FET Kilkenny - PLC – (Hairdressing) Village Inn Business Centre, Kilkenny**  
Renewal of lease – Period of cover- 05.07.25 to 04.10.25 (3 months only)

## Capital Projects

1. **Kilkenny Schools Campus**
  - a. The Archeological Survey Report has been submitted to both Kilkenny County Council and the National Monuments Service.
  - b. The Enabling Works Construction Contract should be issued this week with works scheduled from March to September 2025.
  - c. The construction pre-qualification competition is going back to tender as an adequate number of providers did not qualify.
2. **Gaelcholáiste Cheatharlach**
  - d. The Stage 2A Developed Sketch Scheme report was forwarded to the DE in February.
3. **Coláiste Mhuire, Johnstown**
  - a. The Stage 2B Detailed Design report was submitted to the Department on 11 October and the project has been sanctioned to proceed to planning.
4. **Grennan College, Thomastown**
  - a. Construction of the new modular unit to provide general classrooms has commenced and is scheduled to be operational by March.
  - b. Approval has been received for the provision of a static water storage tank to comply with fire safety requirements.





- c. The Design Team are working on the Stage 1 Preliminary Design report for a substantial extension with a presentation due by the Design Team in February.
- 5. Duiske College, Graignamanagh**
  - a. Discussions on ongoing regarding possible temporary accommodation to facilitate work on the existing school site and other options are also being explored.
  - b. Gas and general emergency works are ongoing and an application for electrical upgrades has been submitted.
- 6. Borris College**
  - a. The Design Team have submitted the Stage 2A Developed Sketch Scheme report for additional accommodation to the Department.
  - b. Roof repair emergency works are ongoing.
- 7. Coláiste Eoin, Hacketstown**
  - a. Roof repair emergency work is scheduled to be completed in March.
  - b. The design team met on 29 January and site surveys are due to commence.
- 8. Kilkenny City Vocational School**
  - a. The building contractor for the site safety project is being appointed with the work scheduled for completion by April 2025.
- 9. Grennan Equestrian**
  - a. The planning pack for the refurbishment project has been submitted to Kilkenny County Council and discussions are ongoing regarding traffic management.
- 10. PV Programme**
  - a. PV panels at 4 Carlow schools will be installed shortly.
- 11. KCETB Corporate HQ**
  - a. The Options Proposals Report has been submitted to the DE. The option details were outlined to the board and a response is awaited from the DE.

## Finance

### Finance Report

The Annual Financial Statements 2024 are being prepared and finalised and will be presented to the board at the meeting on the 18 March as will the finalised December report.

## Governance

### 1. Policy Management

- a. The following policies were presented for noting:
  - KCETB Policy Management Framework
  - KCETB Energy Policy



- Travel Expenses to Staff Policy
- Vetting for KCETB Staff and Volunteers
- Vetting for KCETB Students
- Vetting for KCETB Contractors
- Public Sector Equality and Human Rights Duty

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

- a. A briefing for senior management of KCETB is being organised for April.

## **3. Board Training**

- a. The second Phase of IPA-ETB Board Governance Training commenced online on 20 January 2025.
- b. The third Phase of IPA-ETB Board Governance Training is to commence online on 12 March 2025 concluding on 9 April 2025.
- c. Training resources will be available online to Board members for the lifespan of the Board.
- d. 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 April.

## **4. Climate Action and Sustainability**

- a. The launch of KCETB local Green Teams in Schools FET Centres and Offices took place on 29 January 2025.

## **5. E-Recruitment System**

- a. An e-recruitment system is being implemented to facilitate the large volume of recruitment competitions in KCETB.

## **7. Draft Service Plan**

The Service Plan details the proposed programmes and activities of KCETB for the coming year, as well as projected income and expenditure for 2025. An Annual Service Plan is required to be adopted by the Board and submitted to DE prior to 1 March.

As part of the Performance Delivery Agreement between ETBs and the DE, a section of the Service Plan details the priorities of the ETB and the measurable targets to be achieved in 2025. As detailed in the Code of Practice for the Governance of ETBs 2024, the Finance Committee have the responsibility of reporting to the Board on the Draft Service Plan. The Finance Committee met on 14 February 2025 and recommended the adoption of the Service Plan to the Board.



The CE provided an outline to members on the key priorities and actions for achievement in 2025 across each of the directorates and highlighted specific KCETB priorities. The Service Plan sets out the expenditure in line with the Letter of Determination received from the DE.

The Board thanked the executive for their work and for the preparation of the Service Plan 2025. The Plan was proposed by Mary Hilda Cavanagh, seconded by Fergal Browne and agreed, and accordingly adopted by the Board of KCETB.

## **8. Risk Management**

### **1. Health and Safety**

- a. The Health and Safety Work Programme 2025 is ongoing.

### **2. ISMS, Cyber Security and ICT**

- a. An analysis of ISMS, Cyber Security and ICT infrastructure is being developed to progress towards the baseline standards required by 2026.

### **3. Internal Audit**

- a. Management responses are being prepared for two Draft Internal Audit Reports received on 12 February 2025:
  - i. Apprenticeship Audit
  - ii. PLC and Co-operation Hours

## **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**

Mary Hilda Cavanagh gave a report on the latest ETBI Reserve Members Forum meeting.

## 9. (c) Report from Finance Committee

### Report from meeting of KCETB Finance Committee on 14 February 2025.

Members in attendance: Acting Chairperson Ger Mulvey, Mary-Hilda Kavanagh and Shane Finn.

Executive in attendance: Eileen Curtis Chief Executive, Liam Scott Director of OSD, Linda O'Brien Head of Finance, David Guiney Head of ITCC and Gillian Hegarty Governance and Compliance Officer.

A meeting of the Finance Committee took place on 14 February 2025 in KCETB Offices, Seville Lodge, Kilkenny.

The Committee's activities included consideration of the following agenda items:

- Minutes of 11 December 2024.
- Executive Report
- Risk Management Report
- Contracts in excess of €50k
- Lease Management
- Service Plan 2025

The Finance Committee reviewed the draft Service Plan 2025 and recommended its adoption by the Board.

The next meeting of the Finance Committee is scheduled for 14 March 2025.

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

### Report from meeting of KCETB Audit and Risk Committee on 7 February 2025.

Members in attendance: Chairperson Ger Mulvey, Ger Long, Marie Bracken, Daniel Pender and Áine Donovan.

Executive in attendance: Liam Scott Director of OSD, Pauline Egan Director of Schools, Martha Bolger Director of FET, David Guiney Head of ITCC and Gillian Hegarty Governance and Compliance Officer.

A meeting of the Audit and Risk Committee took place on 7 February 2025 in KCETB Offices, Seville Lodge, Kilkenny.



The Committee's activities included consideration of the following agenda items:

- Minutes of 17 December 2024.
- IAU Sectoral Report on Enrolment Audit - November 2024.
- Audit Registers: OSD, FET and Schools.
- Risk Registers: OSD, FET and Schools.
- Assurance Declarations: OSD, FET and Schools.
- System of Internal Control 2025.

The next meeting of the Audit and Risk Committee is scheduled for 14 March 2025.

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

### ***180225 - KCETB 01 Minutes of previous meeting(s)***

Adopt the recorded minutes of the meeting held on 14 January 2025. The minutes will be published online.

Correspondence received and noted.

### ***180225 - KCETB 02 Chief Executive's Report***

For adoption

### ***180225 - KCETB 03 Corporate Services***

Approve leases

### ***180225 - KCETB 04 Finance***

### ***180225 - KCETB 05 Risk Management***

For approval/adoption/noting

### ***180225 - KCETB 06 Service Plan 2025***

For approval

### ***180225 - 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 Mary Hilda Cavanagh seconded by Ger Long and agreed.


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

**Appointment of Acting Chief Executive**

Chairperson Andrea Dalton invited the executive team to leave the meeting in order to advise the board that KCETB are inviting applications from suitably qualified members of staff employed by Kilkenny and Carlow ETB for the post of Acting Chief Executive on a temporary basis for a six month period or until a permanent Chief Executive is appointed to Kilkenny and Carlow ETB, whichever is earlier with effect from the 1st April 2025, following approval from the Department of Education.

**12 . Date of next meeting**

Tuesday, 18 March 2025 at 3:30pm.

Signed:  \_\_\_\_\_

Date: 18/3/25