

**Kilkenny and Carlow Education and Training Board**  
**Minutes**  
**20 May 2025**

Date: 20 May 2025  
Time: 3.30pm  
Venue: Carlow Institute of Further Education and Training, Kilkenny Road, Carlow

Attendance: Fergal Browne, John Coonan, Deirdre Cullen, Andrea Dalton, Maria Dollard, Tommy Kinsella, Seán Lawlor, Ger Long, Daniel Pender, Ann Penfold, Clare Ryan, Jacqueline Sheil, Joe Sheridan, Mary Hilda Cavanagh.

Also in attendance: Chief Executive (Acting) and Director of Schools Pauline Egan, Director of Further Education and Training Martha Bolger, Director of Organisation, Support and Development Liam Scott, Executive Support Caoimhe Byrne and Kathleen Lennon.

Apologies: David Denieffe, Madailín Mhic Lochlainn, Sarah Millea, Maurice Shortall Jenny Catt Slattery, Kathryn Wall.

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 were extended to Abbey Community College on winning the Senior Debating Competition 2025.

Congratulations were extended to Rachel Bergin, Coláiste Mhuire on placing runner up in the ETBI Got Talent Award.

Congratulations were extended to the students and staff of Abbey Community College on placing second/runner up in the ETBI Excellence in Education Award for their Whole School Sustainability Week.

Congratulations were extended to the staff and students at Kilkenny City Vocational School on their presentation on *Building meaningful partnership with learners; student participation, where policy meets practice*, at the European Education Area Strategic Framework Working Group on Schools.

Condolences were extended to those recently bereaved.

## 3. Minutes of the board meeting held on 18 March 2025

The minutes of the meeting held on 18 March 2025 had been circulated to board members in advance (Document 200525-02). The minutes were taken as read.

The minutes of the meeting on 18 March 2025 were proposed by John Coonan, seconded by Deirdre Cullen and agreed.

The minutes were recorded as a true record of the proceedings of the board meetings held on 18 March 2025.

## 4. Matters arising from minutes

No matters arising.

## 5. Correspondence

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

- n 0023/2025 - Review of Enrolment in a Special Classn





- 0025/2025 – Information in relation to Standardised Testing and Other Matters – Academic Year 2024/2025 and Subsequent Years
- 0026/2025 – Allocation of Assistant Principal Posts 2025/2026
- 0028/2025 – Prescribed Material for the Leaving Certificate Examinations in 2027 and Notification about the removal of restrictions on students studying combinations of Classical Studies, Latin and Ancient Greek
- 0029/2025 – Multi-Annual Climate Action Summer Works Scheme (CASWS) 2025 onwards
- 0030/2025 Cost Limits for Primary and Post-Primary School Buildings

#### **Other Departmental correspondence – for information**

- DCEDIY - Transfer of Functions
- DoE - Admissions Policies Report
- DoE - Annual Sanction for Year 1 M365 Project Expenditure
- DoE - New reporting requirements on the use of Centralised Procurement Arrangements

#### **Other correspondence – for information**

- ETBI- Phase 3 Governance Training for ETB Board Members
- SOLAS - FET Funding 2025
- SOLAS - KCETB Electrical Equipment Capital Funding

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

Acting Chief Executive and Director of Schools Pauline Egan presented the Chief Executive's report:

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

#### **ETB Week**

ETB week took place from 24 – 28 March and provided an opportunity to showcase and celebrate the richness of the work taking place within Kilkenny and Carlow ETB. Schools and centres engaged very successfully in ETB week with lots of social media posts on their activities and events. It provided an opportunity to promote and celebrate our ethos and our continued promotion of excellence in education.

Two runner- up winners were announced at the Awards Ceremony in Croke Park on 27 March. Congratulations were extended to Rachel Bergin, a student of Coláiste Mhuire, who placed runner up on the ETBI Got Talent Award.



Students and staff of Abbey Community College placed second/ runner up in the ETBI Excellence in Education Award for their Whole School Sustainability Week.

As part of the KCETB activities an Ethos Showcase event for schools, including a photography competition, a celebratory learner voice event took place through FET and a well-being event took place for OSD staff. Grateful thanks were extended to all staff who organised and supported the various events during the week.

### **FET Update**

**FET College – Kilkenny:** SOLAS have established an Evaluation Panel Query Register in respect of College of FET Kilkenny College of the Future (CotF) Major Project.

### **Annual Financial Statement 2024**

It was outlined that following its approval by the board on 18 March the Annual Financial Statement 2024 and associated documentation were submitted to the DE in advance of the submission date of 30 March 2025.

### **Annual Report 2024**

It was noted that in accordance with the requirements of the Education and Training Boards Act 2013 the ETB was required to submit an annual report by the 30 June each year. The Annual Report 2024 and the accompanying Chairpersons Comprehensive Report were prepared and circulated for the consideration of the board and was submitted to the DE following the meeting.

### **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

Chief Executive (Acting) and Director of Schools Pauline Egan presented the following report:

### Teaching and Learning

The focus in schools has turned to planning for assessment with in-house assessments for 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year students taking place in the last two weeks of May.

### State Examinations

Leaving Certificate Engineering, Construction, LCVP and Art practical examinations have now taken place in all schools. Students and staff were congratulated on their efforts throughout the academic year. All students were wished well in their assessments and all students leaving school were wished well on their educational journey.

### Professional Learning

#### Certificate Restorative Practice with SETU Carlow

The programme concluded on 22 April. 14 teachers and SNAs completed the programme. Participant feedback was very positive.

Our third Community of Practice took place on 20 March hosted in Coláiste Aindriú.

#### KCETB Webinar

*Digital Strategy for Schools to 2027 – updates/considerations for your school digital learning plan* took place on 1 May 2025 delivered by the KCETB Professional Development & Technology Enhanced Learning Department. 25 attended.

#### ETBI Webinar

*A Practice Perspective: Leadership for Inclusion - Timetabling for Students with Special Educational Needs (Post-Primary)* took place on 6 May for principals and deputy principals.

The fourth ETBI Summer School for middle leaders entitled **Supporting Middle Leaders: Nurturing Leadership for a Changing World** takes place in University of Galway from 18 - 20 June 2025. The summer school is open to any post holders in an ETB post primary school. 10 middle leaders from KCETB will be in attendance.



### Inspections

- **Coláiste Mhuire** – Incidental inspection took place March 2025.
- **Tyndall College** – notice of Home Economics Subject Inspection in May.

The following inspection reports have been received:

- **Grennan College** - Child Protection and Safeguarding Initial Inspection- conducted on 26/02/2025- report received for factual verification.
- **Abbey Community College** – Geography Subject Inspection conducted on 19/03/2025 - report received for factual verification.

Kilkenny City Vocational School were asked to present at European Education Area Strategic Framework Working Group on Schools, Sub-group on Pathways to School Success - *Engaging parents and learners as key actors in education: building meaningful partnerships for school success*. Their presentation was entitled **Building meaningful partnership with learners; student participation, where policy meets practice**. The presentation from staff and students in Kilkenny City Vocational School took place from 14 -16 May.

Coláiste Aindriú had an unannounced inspection from the Health and Safety Authority on 30 April.

### Governance and Management of Schools

- An ETBI School Admissions Workshop for School Leaders took place on 30 April 2025.
- **Curricular Planning for the 2025/2026 year** – a number of our schools have made applications to the Department of Education for teaching English as an Additional Language (EAL).
- Staff planning for the 2025/2026 school year is ongoing.  
Competency Based Interview Panel Training for Principals and Deputy Principals took place on 01 May.

The recruitment process for teaching positions for the 2025/26 academic year has commenced.

- **Special Schools post-primary teaching hours (co-operation hours) (including allocation model arising from Circular 0028/2024).**

Allocations were made on foot of the additional targeted supports for special schools with post primary aged students. 5.45 WTE were allocated in part-time hours to 5 special schools across Kilkenny and Carlow.





- **End of Year Governance**

Arrangement of Croke Park Hours for 2025/26

Schools Submission of their Annual Report for the academic year 2024/25 to KCETB

### 6.3 Further Education and Training

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

#### **Governance**

**FET College – Kilkenny:** SOLAS have established an Evaluation Panel Query Register in respect of College of FET Kilkenny College of the Future (CotF) Major Project.

**Grennan Equestrian:** It was confirmed that the next stage of the project is for the Design Team to complete a Stage 2b report and submit to SOLAS for approval.

**FET Funding 2025:** An allocation has been received from SOLAS. KCETB will continue to liaise with SOLAS regarding funding.

**IAU FET Finance Audit** has commenced reviewing FET expenditure for 2023 and 2024.

#### **SOLAS Craft Apprenticeship Monitoring Visit**

A craft apprenticeship monitoring visit was carried out on 13 March 2025 at Purcellsinch. All files requested were examined and found to be in order. The standard of compliance was very high. The work of all staff in Purcellsinch in relation to the apprenticeship monitoring visit was acknowledged.

#### **QA - Blended Learning**

KCETB will apply for an extension to its scope of provision to include Blended & Online delivery. To support this application, a Blended Learning Working Group was established to develop the relevant policies, procedures and application form required to secure this extension.

The process involved the creation of a Blended Learning Policy to define the understanding of Blended and Online delivery and details how our quality assurance system will implement and evaluate blended learning courses. In addition, a Blended Learning Strategy has been drafted, outlining how KCETB will build capacity to offer blended learning courses, underpinned by quality and best practice principles. The strategy will unfold over four years (2024–2028) and will identify and develop appropriate design models, teaching and learning pedagogies,



infrastructure, and comprehensive learner and staff support. The initial phase is reviewing policy and organisational capacity, potentially necessitating modifications.

The draft Blended Learning Policy and Strategy were approved by the Quality Assurance Oversight Committee (QAOC) on 8 May 2025.

### **Teaching and Learning**

**Young Irish Film Makers** a KCETB funded Local Training Initiative was named a finalist in the Global Production Awards 2025. The awards were held in Cannes on 19 May. The nomination is in the Social & Economic Impact category, recognising productions that go beyond the screen, creating real and lasting change in communities through training, employment and sustainability.

**Commis Chef Erasmus+ programme** funded apprentices travelled to Lyon for 2 weeks work placement.

**External Authentication** to verify learners' assessments takes place over the next few weeks. These assessments to be submitted on 12 June to QQI will have the assessment results submitted on 12 August. Well wishes were extended to learners as they complete programmes and submit their work for certification.

**PLC Applications** The application process is still ongoing.

### **DCEDIY Summer 2025 Holiday Meal Pilot Programme**

KCETB has been allocated €28,125 for a pilot service to provide meals to young people who normally receive meals via the Schools Meals Scheme and are at risk of not having access to a hot meal during school closure times. The pilot will explore various methods of providing food to those aged 10-18 attending UBU youth services throughout the school summer holiday period.

KCETB is working with both Carlow Regional Youth Services and Ossory Youth to host this pilot in UBU projects which provide youth work opportunities during the summer period. Up to 1,300 children and young people could benefit from the proposals outlined in our draft Summer Programme. This pilot which is being run in FET was welcomed as a very positive development.



## 6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

### Human Resources

#### Recruitment

- Teacher recruitment for the 2025-2026 academic year has commenced.
- Co-operation hours for curricular teaching support in post-primary special schools has been allocated. A briefing with Principals and Deputy Principals in these special schools has been scheduled.
- The new E-Recruitment System for KCETB has been developed and is now operational for staff recruitment. Training on the new system has been provided, and ongoing support and additional training is available as needed.
- Recruitment for a Deputy Principal post in Kilkenny City Vocational School has begun.

#### Competency Based Interview Training

- Training for ETB Board Members, School Principals and Deputy Principals took place on the 13 February 2025 and the 1 May 2025. The training was held in the Kilkenny Education Centre and facilitated by Barry McLoughlin from the Communications Clinic.

#### Appointments

- Jilly McDonough has commenced as Grade VII with the Information, Technology, Corporate and Communications Department.

#### Post of Responsibility

- Circular Letter 0026-2025 issued which provided additional AP2 positions across the scheme.

#### Teaching Fixed Term Contracts and Contract of Indefinite Duration

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

#### Onboarding Project

- Work has commenced in reviewing and enhancing the onboarding documentation for new employees and developing, in conjunction with Jobtrain, an online onboarding system.



### **Garda National Vetting Bureau Inspection**

- The Garda National Vetting Bureau completed an inspection of the vetting processes in operation at KCETB on the 17 April 2025. All applications were marked “Compliant”. The report outlined that KCETB presented their records very well organised – collated, signed and verified.

### **Disability Census 2024 Return**

- The Department of Education Compliance with Part 5 of the Disability Act 2005 Report has been submitted.

### **Adult Educator Conversion Process**

- The implementation of the nationally agreed Information Note ESR ETB 0001/2024 on the regularisation of pay for tutors employed by ETBs in Adult, Community and Further Education settings has progressed.

## **Corporate Services**

### **Leases**

- **Burrin Street, Carlow (BTEI Carlow) Community Education Carlow/Youth Office**  
Renewal of Lease – Period of cover 01.01.26 to 31.12.26
- **Unit 1B Burrin Street, Carlow (BTEI Carlow)**  
Renewal of Lease – Period of cover 01.12.25 to 30.11.26
- **1A Burrin Street, Carlow (Adult Guidance Carlow)**  
Term of Lease – 01.01.26 to 31.12.26
- **VTOS Kilkenny**  
Term of Lease - 01.01.26 to 31.12.26
- **Kilkenny City Vocational School re: Land Exchange with St. Kieran’s College**  
Term of Lease – 5 years from 1 May 2025 to 30 April 2030 with provision for additional 3 years if required

## **Capital Projects**

### **1. Kilkenny Schools Campus**

- a. The enabling works have commenced and are scheduled for completion this year.
- b. The tender report for pre-qualification of construction contractors has been submitted to the Department.
- c. The Department has requested a QS review of costs.
- d. A request for final sanction for the transfer of lands is with the Department.



- 2. Gaelcholáiste Cheatharlach**
  - a. The Stage 2A developed design submission was forwarded to the DE in February.
- 3. Coláiste Mhuire, Johnstown**
  - a. A planning application for the school extension is scheduled for May.
  - b. An additional traffic survey is being prepared as part of the application.
- 4. Grennan College Thomastown**
  - a. The modular unit providing general classrooms has been installed.
  - b. Sanction has been received to proceed to stage 2b which provides for the development of detailed planning application designs.
- 5. Duiske College, Graiguenamanagh**
  - a. Discussions on the Viability Report for replacement and increased accommodation using the Department's Modular Accommodation Framework are ongoing.
  - b. Emergency gas and general works have been completed.
  - c. A tender has issued for electrical works.
- 6. Borris College**
  - a. The Design Team have submitted the Stage 2A developed design for additional accommodation to the Department.
  - b. Roof repair emergency works have been completed.
- 7. Coláiste Eoin, Hacketstown**
  - a. Roof repair emergency works are substantially complete.
  - b. Site surveys have commenced to facilitate the additional accommodation project.
  - c. A new SEN classroom is to be provided from existing space.
- 8. Kilkenny City Vocational School**
  - a. The fire safety project is progressing well and scheduled for completion in May.
- 9. Grennan Equestrian**
  - a. Sanction has been received from SOLAS to proceed to the final detailed design.
- 10. Coláiste Cois Siuire**
  - a. A request for accessibility reconfiguration works to facilitate a SEN student is with the department.
- 11. 2025 Summer Works Scheme**
  - a. A tender has been issued for Summer Works Technical Reports.
- 12. PV Programme**
  - a. PV panels are being installed at Coláiste Eoin, Coláiste Aindriú & Gaelcholáiste Cheatharlach.

### 13. Corporate HQ

- a. Further information on the Corporate HQ proposal has been provided to the Department.

### 14. FET College

- a. SOLAS are to instruct on the appointment of a Design Team.

## Finance

The income and expenditure report to the end of April 2025 was presented.

## Governance

### 1. Training

- a. Governance Training - Board
  - 6 KCETB members have completed Phase 3 training.
  - 3 KCETB members have registered for phase 3 training on 19 & 26 May.
  - A recording of phase 2 and 3 will be provided for the 5 year term of the Board.
  - Training for Chairs of the Audit and Risk and Finance Committees will be provided by IPA/ETBI/IAU.
- b. Governance Training - Executive
  - A governance briefing for senior management took place on 30 April in Kilkenny.
- c. Interview Training
  - Competency Based Interview Training was provided by the Communications Clinic for Board members, Principals and Deputy Principals
  - Competency based Interview Training for OSD Senior Management was scheduled to take place on 28 May.

### 2. Policy Management

- a. The following policies were presented for noting:
  - Asset Management Policy
  - Disposal of Assets Policy
  - Safe Driving Policy
  - Recruitment Policy

### 3. E-Recruitment

- 4. Jobtrain is now operative and running efficiently to date.

### 5. Climate Action

- a. The Public Sector Climate Action Mandate return for 2024 was submitted by 16 May 2025.



## 7. Annual Report 2024

### Annual Report 2024

A draft Annual Report 2024 was prepared and was presented to the board for adoption as required under the Code of Practice for the Governance of ETBs. The Annual Report 2024 and accompanying documentation were proposed by Mary Hilda Cavanagh, seconded by Fergal Browne and agreed.

## 8. Appointment to KCETB Committees and BOMs

John Coonan was proposed as IPB insurance nominee for ETB board ratification. This nomination was proposed by Mary Hilda Cavanagh, seconded by Fergal Browne and agreed.

## 9. 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 under the new Department of Information, Technology and Governance (ITG).
- b. KCETB will implement the sectoral strategy in these areas.
- c. ETBI/ESBS Information Security and Governance Seminar 2025 took place on the 13 and 14 May in the Mount Wolseley Hotel, Tullow

### 3. Internal Audit

- a. Two Internal Audit Reports have been received from the IAU and will be discussed by the Internal and Audit Committee shortly:
  - i. Apprenticeship Audit
  - ii. PLC and Co-operation Hours
- b. IAU- ETBs Audit Plan 2025
  - i. ESOL (English for Speakers of Other Languages) programme – scheduled August
  - ii. Local Training Initiatives (LTI) follow up – scheduled November



- iii. SOLAS Capital funding; devolved funding and completed projects – scheduled September
- iv. FET Management Accounting and Budgetary Control Processes – commenced May

#### **10. (a) Minutes and Reports of ETB 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**

Mary Hilda Cavanagh gave a report from the latest ETBI Reserve Members forum meeting.

#### **10. (c) Report from Finance Committee**

No meeting of the Finance Committee took place since the last meeting of the board.

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

No meeting of the Audit and Risk Committee took place since the last meeting of the board.

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

##### ***200525 - KCETB 01 Minutes of previous meeting(s)***

Adopt the recorded minutes of the meeting held on 18 March 2025. The minutes will be published online.

Correspondence received and noted.

##### ***200525 - KCETB 02 Chief Executive's Report***

For adoption

##### ***200525 - KCETB 03 Corporate Services***

Approve leases

##### ***200525 - KCETB 04 Finance***

For approval





**200525 - KCETB 05 Risk Management**

For approval/adoption/noting

**200525 - KCETB 06 Annual Report 2024**

For approval

**200525 - Appointment of members to KCETB Committees and BOMs**

For approval

**200525 - KCETB 07 Report of Committees**

For information – BOM minutes

Unless stated previously the above items were adopted by the board as proposed by Mary Hilda Cavanagh and seconded by Fergal Browne and agreed.

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

**13. Date of next meeting**

Tuesday, 24 June 2025 at 3:30pm.

Signed:

Date:

24/6/25

