

Kilkenny and Carlow Education and Training Board

Minutes

23 June 2026

Date: 23 June 2026
Time: 3.30pm
Venue: KCETB Office, Seville Lodge, Callan Road, Kilkenny

Attendance: Fergal Browne, John Coonan, Andrea Dalton, Maria Dollard, Thomas Kinsella, Ger Long, Joe Malone, Madailín Mhic Lochlainn, Sarah Millea, Ann Penfold, Clare Ryan, Joe Sheridan.

Also in attendance: Chief Executive Dr Lindsay Malone, Director of Further Education and Training Martha Bolger, Director of Schools Dr Pauline Egan, Director of Organisation, Support and Development Liam Scott, Executive Support Kathleen Lennon.

Apologies: Jenny Catt Slattery, Mary Hilda Cavanagh, Deirdre Cullen, David Denieffe, Seán Lawlor, Daniel Pender, Jacqueline Sheil, 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

Condolences were extended to those recently bereaved.

Congratulations

Ethos Photography Competition 2026

The annual ethos photography competition took place this term supporting embedding the lived values of our ethos across schools. Congratulations were extended to the winners:

Oscar Flavin: Abbey Community College - Excellence in Education

Annabelle Gallagher: Coláiste Mhuire - Care

Noah Ó'Sluáin Mathúna: Coláiste Pobail Osraí - Community

Amanda Meadows: Duiske College - Community

Aoibhinn NicEochaidh: Gaelcholáiste Cheatharlach - Equality

Lorcán Céitinn: Gaelcholáiste Cheatharlach - Respect

The B!G Idea

Congratulations were also extended to Borris College who won in just about every category, being awarded Highly Commended in the Climate Change, Tackling Poverty and AI for Humanity categories, winner in the Achieving Equality category, Overall Winner 2026 and winner of the Creativity Champion 2026. The Achieving Equality Winning Team 'Freemove', Lucy Poole, Calvin Kelly, Nora Canal Garrido, Amy Quinn, took on one of modern life's most everyday but underestimated challenges - access - and answered it with technology, lived experience and the belief that places should work for everyone. The Overall Winning Team 'Please Generate', Eimear O'Shea, Aine Murphy, Grace Byrne, rather than treating AI as a threat to learning, they built something that puts AI to work for learning - an AI-powered study app designed by secondary school students, for secondary school students, that helps young people use AI with purpose. They reimagined how an entire generation can learn alongside AI: more thoughtfully, more independently, and more creatively.

3. Minutes of the board meeting held on 19 May 2026

The minutes of the meeting held on 19 May 2026 had been circulated to board members in advance (Document 23062026-02). The minutes were taken as read.

The minutes of the meeting on 19 May were proposed by John Coonan, seconded by Ger Long and agreed.

The minutes were recorded as a true record of the proceedings of the board meeting held on 19 May 2026.

4. Matters arising from minutes

No matters arising.

5. Correspondence

Department of Education and Youth Circular Letters – to be implemented

0022/2026 Special Needs Assistants (SNA) Redeployment Scheme.

0023/2026 Advice on the use of assessment instruments/tests for Guidance or for Special Educational Needs in post-primary schools.

0032/2026 The Role of Special Needs Assistants in recognised Primary, Post-Primary and Special Schools.

0039/2026 Contract of Employment for Special Needs Assistants in Standard Posts.

0040/2026 Contract of Employment for Special Needs Assistants in Fixed-Term Posts.

0044/2026 Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2026/2027 school year.

0049/2026 Special Needs Assistant Allocation 2026/27.

0053/2026 Circular on Post Primary Admissions Process.

0056/2026 Revision of Post-Primary Teacher Salaries under The Public Service Agreement 2024 - 2026 effective from 01 June 2026.

0057/2026 Revision of Salaries for Special Needs Assistants (SNAs) under The Public Service Agreement 2024 - 2026 effective from 01 June 2026.

0058/2026 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 1st June 2026.

0059/2026 Revision of salaries for Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the Public Service Agreement 2024 – 2026 effective from 1st June 2026.

0060/2026 Revision of Salaries of School Secretaries and School Maintenance Staff in Community and Comprehensive Schools under the Public Service Agreement 2024 – 2026 effective from 1st June 2026.

0062/2026 Arrangements for the implementation of the Framework for Junior Cycle with particular reference to the school year 2026/2027.

Other Departmental correspondence – for information

DEY- Letter of Allocation for Summer 2026 Holiday Meals

DEY- Oversight Agreement and Performance Delivery Agreement between DEY and KCETB

DEY - Sanction for KCETB's Year 2 updated professional services costs

Other correspondence – for information

Duiske College- Notice of BOM Meeting 26 May 2026

DPER - Circular 21/2026 Expenditure Control and Escalation Process

SOLAS- KCETB Special Equipment Grant (SEG) 2026 Allocation Approval

6. Chief Executive's Report

Chief Executive Dr Lindsay Malone presented the Chief Executive's report:

Strategy Statement Consultation

It was noted that Harvest have been appointed as the Consultants to support KCETB in the development of the new Strategy Statement. The first two staff consultation workshops were held on 16 June with over 60 staff in attendance across both consultations. The board were invited to contribute to the consultation process following the meeting of the board on the 23 June.

Sustainable Energy Authority of Ireland (SEAI) Public Sector Energy Conference

KCETB was pleased to be invited to contribute to the Sustainable Energy Authority of Ireland (SEAI) Public Sector Energy Conference: Building a Sustainable Public Sector of the Future, at the Helix, Dublin City University. The Public Sector Energy Conference has become the largest and most important networking event for those involved in public sector energy management, aimed at leadership level and focuses on strategic planning, sharing, learning, and networking. Chief Executive Dr Lindsay Malone was delighted to contribute to the Leadership Panel Discussion alongside Dr Richard Manton, Director of Sustainability, University of Galway and Pat Mehigan, U9 group representative.

Transforming Consent Education in Further Education and Training

Members of KCETB's Executive Leadership Team and Professional Learning and Development Team were pleased to attend the Transforming Consent Education in Further Education and Training: 'Our National Model for Consent Education' event, hosted by Active* Consent. The event provided an important platform for dialogue on strengthening consent education across the Further Education and Training (FET) sector, highlighting the value of collaboration and shared learning in addressing critical societal issues. Chief Executive, Dr Lindsay Malone participated in the "Influencing Change in a Changing World" panel, alongside Colm Kelly, Director of FET at Education and Training Boards Ireland and Sharon Coventry, Development Lead at SOLAS. The discussion emphasised the importance of partnership, innovation, and evidence-informed approaches in shaping responsive and effective FET provision.

6.1 Corporate Governance and Administration

Annual Report/ Chairperson's Comprehensive Report

The Department of Education and Youth acknowledged receipt of the 2025 report.

6.2 Schools

Director of Schools Dr Pauline Egan presented the following report:

Ukrainian Educational Provision

Ukrainian Educational Provision

No new update in relation to REALT was provided at this meeting.

Teaching and Learning

Instructional Leadership

The first KCETB Community of Practice took place on 26 May with a clear focus on initiating and sustaining change in the leadership of teaching and learning in schools.

KCETB Schools Student Voice, A Shared Vision for Education

In May, Student Councils across all KCETB schools took part in their own focus groups bringing together their student voices and sharing their thoughts and ideas on education as it is now, and how it should be in the future. From these dynamic discussions, representatives from each school took part in recording these views that form the KCETB Schools podcast series.

The academic year concluded on 29 May for students with the completion of assessments for 1st, 2nd, 4th and 5th year students which took place in the last two weeks of May. Students and staff were congratulated on their efforts throughout the academic year.

Junior Cycle and Leaving Certificate exams

It was noted that exams were well underway and running smoothly.

ETBI Middle Leaders Summer School

A number of teachers attended the ETBI Middle Leaders Summer School in University of Galway from 17 to 19 June.

SNA June Training

The CPD/Professional Learning Events delivered for SNAs during June were 'First Aid Response' and Safety Interventions Direct Delivery Blended-Children (formerly known as MAPA).

Governance and Management

End of Year (2025/26) Governance for Schools

Schools were advised of their commitments regarding the Arrangement of Croke Park Hours for 2026/27.

Schools have submitted their individual Annual Reports for 2025/26 to KCETB

Admissions Policy

The revised ETBI template school admissions documents have issued to schools.

Staffing - Allocations

The Sequencing of teachers to the scheme for 2026/2027 was completed.

Co-operation hours have issued to Special Schools

6.3 Further Education and Training

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

Governance

FET College Capital Project

The Grangegorman Development Agency (GDA) who are appointed as the Agency to oversee the FET College are meeting with KCETB in July to visit the KCETB site and plan for the delivery of a FET College in Kilkenny.

Teaching and Learning

The Adult Literacy Service at KCETB, with colleagues from WWETB and KWETB delivered Word Against the Word, a powerful one-man play by Keith Dunphy that explored the lived experience of dyslexia. Blending storytelling, humour, and Shakespearean references, the performance gave an insight into the challenges and strengths associated with dyslexia, while prompting important conversations about inclusion, potential, and the role educators play in supporting diverse learners. The post-performance discussion, led by Adult Education Officers Bernadette O'Rourke and Una Burke, also highlighted how traditional, one-size-fits-all approaches can limit learners whose strengths lie beyond conventional educational frameworks.

Apprenticeship

The Director of FET provided an update on apprenticeship provision, advising that apprenticeship demand is continuing to stabilise following a period of significant growth. The Board noted that SOLAS has confirmed the remaining apprenticeship schedule for 2026, providing increased certainty for operational planning, programme delivery and resource allocation. The Director also outlined measures being taken to optimise instructor expertise and training capacity across both apprenticeship and wider FET provision

Youthreach Awards

Both Youthreach Centres held awards ceremonies to recognise the enormous personal growth and learning of learners in both Carlow and Kilkenny. Learners read poetry, sang songs and gave an overview of their achievements in Youthreach.



UBU Launch Youth Services

In conjunction with Ossory Youth KCETB launched a new UBU Youth Project in Urlingford. This important project, with funding from the Department of Education and Youth and delivered by Ossory Youth Services, will provide fantastic opportunities and support for young people in the area. Thanks were extended to Youth Officer Saoirse Prendergast and the team in the KCETB Youth Office and to Mary Hilda Cavanagh who attended on the evening. It was noted that the young people put on a brilliant show for the launch, showcasing the talent, creativity and energy that this project will help to nurture and develop.

DigiText Erasmus + Carlow Local Enterprise Office

KCETB's Director of FET attended the DigiText Erasmus + delegation to Greece in June 2026. The purpose of this trip was to engage with colleagues involved in crafts and textile production. Borris Lace shared traditional expertise through workshops with 20 craft professionals and a collaborative coffee talk with 30 peers today under the Craft Work 4.0 All project. Under the DigiText project, 7 participants visited Chamber members and manufacturers in Kilkis. An exchange visit from Greece is planned for July.

Participation in DigiText Erasmus+ strengthens KCETB's international partnerships and supports the development of innovative, industry-relevant FET programmes by connecting learners and staff with European best practice in crafts, textiles, and digital transformation.

The project enhances KCETB's strategic role in regional skills development, fostering cross-border collaboration, knowledge exchange, and new opportunities for learners, educators, and local enterprise through future mobility and innovation initiatives.

6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

Human Resources

Recruitment

Teacher recruitment for the 2026-2027 academic year has progressed well.

Ongoing recruitment includes:

Assistant Principal Officer – FET Capital, Climate Action, Sustainability and Estates Transformation,

Adult Education Officer (2 Year Fixed Term Contract),

Principal – Scoil Aireagail

Deputy Principal - Coláiste Mhuire

Deputy Principal - Duiske College

Home School Community Liaison Co-Ordinator - Kilkenny City Vocational School

Musician Educators.

Posts of Responsibility

Circular Letters 37/2026 and 38/2026 issued and relate to the implementation of Senior Cycle Redevelopment reforms and the supports provided in post-primary schools, including the provision of dedicated Posts of Responsibility (PORs) to support Level 1 and Level 2 Learning Programmes. All posts had been advertised, and the majority of schools had completed the selection process.

Appointments

Georgina Murphy was appointed Principal of Duiske College.

Deirdre Power was appointed as Home School Community Liaison Co-ordinator in Coláiste Mhuire.

Corporate Services

Leases

VTOS Kilkenny Nuncio Road Kilkenny

Term of Lease - 01.01.27 to 31.12.27

Capital Projects

Kilkenny Schools Campus

The enabling works are complete with utilities awaiting final connection.

The Kilkenny Schools Campus project was not included in the list of school capital projects sanctioned to progress in 2026/2027.

KCETB management met with school management on 5 June 2026 and are in ongoing discussion with the Department.

Gaelcholáiste Cheatharlach

The stage 2b detailed design received a grant of planning permission on 19 May 2026.

Planning conditions which necessitate a funding increase are being discussed with the Department.

Coláiste Mhuire, Johnstown

Planning permission for the school extension was received on 5 November 2025, and the Design Team is now preparing the full set of drawings for submission to DEY.

Fire safety cost increases are being discussed with the Department.

The design consultant to progress emergency works on upgrading the boiler system was appointed on 19 June 2026.

An application is being prepared for emergency works to upgrade the internal courtyard paving.



Grennan College, Thomastown

The design team are preparing the full set of drawings for submission to the DEY.
The Disability Access Certification (DAC) and Fire Certificate were submitted in May.
Emergency works to upgrade the dust extraction system are close to completion.
An emergency works application for an accessibility project has been submitted to the Department.

Duiske College, Graiguenamanagh

Discussions on the Viability Report for replacement and increased accommodation using the Department's Modular Accommodation Framework are ongoing.
A contractor tender to upgrade the lighting system has been issued.
Discussions are ongoing on remedial works to the existing school structure.
A revised summer works application has been submitted to refurbish the bathroom and provide drainage work.

Borris College

The Design Team submitted the Stage 2A developed design for additional accommodation to the Department on 5 February 2025.

Coláiste Eoin, Hacketstown

The Stage 1 designs were lodged with DEY in December 2025, and a design meeting is to be arranged by the Department.
The tender for a contractor to upgrade the boiler system has been issued.

Coláiste Cois Siúire, Mooncoin

A design consultant to upgrade the boiler system is to be appointed shortly.

Coláiste Aindriú, Bagenalstown

An application for funding to provide additional SEN provision has been submitted to the Department.

Scoil Aireagail, Ballyhale

Remedial works to the floor of the new extension are being assessed and the contractor has agreed to undertake further repairs during the school closure.

Corporate HQ

DEY has been requested to respond to the Corporate HQ proposal submitted in 2024.

FET College

Minister Lawless announced on 18 February that the KCETB project is a priority project and SOLAS are to provide further documentation to progress to design stage.



Grennan Mill

A consultant has been appointed to develop a Conservation Plan for Grennan Mill.

College of FET Kilkenny (Ormonde College)

A consultant has been appointed to develop a Conservation Plan for College of FET Kilkenny (Ormonde College).

Planning has been granted for the lift installation.

Grennan Equestrian Centre

Stage 2b detailed planning application designs have been approved.

Tenders have been received for the competition for appointment of a contractor and are being analysed.

Finance

The income and expenditure report to the end of May 2026 was presented.

Governance

Climate Action

KCETB participated in EU Green Week with a coordinated programme of biodiversity programmes across our campuses and offices and a report is available on the KCETB website.

Budget Management 2026

Budget variance reports are forwarded to all offices, schools and centres on a monthly basis.

Finance Shared Services

The next phase of Finance Shared Services was scheduled to go live on 22 June 2026.

Policy Management

There were no further policies to be noted by the Board.

Procurement

The Schools Management Information System has transitioned to a new supplier.

Two tranches of data were transferred, and all schools and colleges are now operational on the new system.

7. Risk Management

Health, Safety and Welfare

A Health, Safety and Welfare work programme has been agreed with AMS consulting for 2026. The work programme will focus on revising Safety Statements in FET centres and

identifying requirements for SOPs, permits to work, confined spaces and similar risks in schools.

ISMS, ICT and Cyber Security

The ISMS project is proceeding under the management of the Information, Technology and Governance Department who will devote much of their work programme to the project over the coming year. Objectives include aligning with sectoral strategy and progressing towards the baseline standards.

IAU Audits

IAU- ETBs Audit Plan 2026

The proposed schedule for 2026 internal audits is as follows:

The Specialist Training Providers Internal Audit is in progress.

The ESOL Internal Audit is in progress.

The School Inclusion Book Grant Internal Audit is scheduled to commence in November 2026.

Internal Audits received from IAU

The Local Training Initiatives (LTI) follow up Internal Audit commenced with an opening meeting on 26 June 2025. The final report was received on 26 May 2026. The Report has been forwarded to the Department and is on the agenda for the Audit and Risk Committee meeting on 9 July 2026. The audit opinion was effective.

The Associated & Targeted Grants Internal Audit commenced in November 2024, and the final report was received on 21 May 2026. The Report has been forwarded to the Department and is on the agenda for the Audit and Risk Committee meeting on 9 July 2026. The audit opinion was effective.

Ongoing IAU Audits

The Community Training Centres Internal Audit commenced with an opening meeting on 14 November 2025. The closing meeting is scheduled for 15 July 2026.

The SOLAS Capital Funding; devolved funding and completed projects Internal Audit commenced with an opening meeting on 15 September 2025. The closing meeting took place on 12 May 2026, and the final report is pending.

The Specialist Training Providers Internal Audit commenced with an opening meeting on 29 April 2026 with the closing meeting to be scheduled.

The ESOL Internal Audit commenced with an opening meeting on 9 June 2026 and is progressing.



IAU Sectoral Audits

Sectoral Internal Audits on both Youth Services and Reach Funding were received on 26 May 2026 and are on the agenda for the Audit and Risk Committee meeting on 9 July 2026.

EU Funding/SOLAS Audits

FORVIS MAZARS conducted a management verification check on ESF claims in KCETB and a management response was provided on 15 May 2026. The final report is pending.

Pension Overpayment

The Department of Education and Youth is to provide direction on the treatment of historical overpayments to pensioners. KCETB is maintaining contact with the relevant pensioners.

OACG Audit

The OACG 2026 audit on the Annual Financial Statements 2025 is scheduled to commence in August 2026.

Revenue Compliance Directives

The Revenue Commissioners are in communication with KCETB in relation to compliance for Relevant Contracts Tax (RCT) payment notifications.

The Revenue Commissioners are in communication with ETBs in relation to the classification of service providers.

Audit and Risk Committee

The next meeting of the Audit and Risk Committee is scheduled for 9 July 2026.

8. Nominees to attend ETBI Annual Conference

ETBI Annual Conference will take place on Thursday, 15 October 2026, in The Rose Hotel, Dan Spring Road, Tralee, Co. Kerry, V92 HKA4. The Board were requested to nominate five members as delegates for the conference. The following expressed their interest in attending

1. Andrea Dalton
2. Jacqueline Sheil (via Ann Penfold)
3. Madailín Mhic Lochlainn

An email was circulated to the Board to seek additional nominees after the meeting.

9. Appointment to KCETB Committees and BOMs

Castlecomer Community School

KCETB Board confirmed the following three ETB nominees to the Board of Management of Castlecomer Community School:

Pauline Egan, Director of Schools
Mary Hilda Cavanagh, ETB Board Member
Maurice Shortall, ETB Board Member.

Two nominees for the KCETB Audit and Risk Committee were sought. Members were asked to express their interest by email following the meeting.

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

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

10 (b) Report from ETBI Reserve Members Forum

No update was provided at this meeting.

11. Probation Review

The Executive Team left the meeting for the discussion of this item.

The Chair advised the board that the Chief Executive's probation period had concluded on 9 June 2026. The Chair advised that they had met with Dr Lindsay Malone and reviewed their performance during the probationary period in line with the requirements under the ETB Act. The Chair advised they were satisfied that the requirements of the role had been successfully met and the leadership, judgment, and commitment expected of the Chief Executive had been demonstrated. The proposal to confirm that the Chief Executive had passed her probation was proposed by the Chair, seconded by Ann Penfold and agreed.

Following this the Executive team were called back into the meeting and advised that the Chief Executive's probationary period had concluded. The Chief Executive thanked the Board and the Executive Team for their continued support.

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

230626 - KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 19 May 2026. The minutes will be published online.

Correspondence received and noted.

230626 - KCETB 02 Chief Executive's Report

For adoption

230626 - KCETB 03 Corporate Services

Approve leases

230626 - KCETB 04 Finance

For approval

230626- KCETB 05 Risk Management

For approval/adoption/noting

230626 - KCETB 06 Appointment of members to KCETB Committee and BOMs

For approval

230626- KCETB 07 Minutes of ETB Committees and Boards of Management

For information/approval

230626 – KCETB 08 Probation Review

For approval

Unless stated previously the above items were adopted by the board as proposed by John Coonan, seconded by Ger Long and agreed.

13. Other Business with prior permission of the Chair

Grateful thanks were extended to Ger Long and Ann Penfold for their work as parent nominees to the KCETB Board.

14. Date of next meeting

Board Meeting and Briefing on Tuesday 15 September 2026 in a Carlow Venue commencing from 11.45am. Liam Scott provided a draft schedule for the Board Effectiveness Briefing



which will be facilitated by George O'Callaghan. This briefing is being arranged as requested by Board Members during the Board Effectiveness Process.

The schedule of meetings for the next academic year had been provided to Board Members in advance of the meeting.

Signed: _____

Date: 15/9/26

