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Bord Oideachais agus Oiliúna Chill Chainnigh agus Cheatharlach
Kilkenny and Carlow Education and Training Board

Kilkenny and Carlow Education and Training Board
Minutes
19 September 2023

Date:	19 September 2023
Time:	3.30pm
Venue:	Carlow Institute of Further Education and Training, Kilkenny Road, Carlow
Attendance:	Fergal Browne, Carmel Boyle, Tomás Breathnach, Peter Cleere, Laura Conheady, Deirdre Cullen, Andrea Dalton, Eamonn Doheny, Ger Frisby, Matthew Kenny, Thomas Kinsella, Caitlín Mhic Cárthaigh, Patrick O'Neill, Jenny O'Regan Byrne, Clare Ryan Also in attendance: Chief Executive Eileen Curtis, Director of Further Education and Training Martha Bolger, Director of Schools Pauline Egan, Director of Organisational Support and Development Liam Scott, Executive Support Caoimhe Byrne
Apologies:	Mary Hilda Cavanagh, John Cahill, Michael Delaney, Fidelis Doherty, John Hurley, Noel Phelan Chairperson Fergal Browne presided at the meeting

1. Conflict of Interest

At the start of the meeting, the Chairperson reminded members about procedures for dealing with any potential conflict of interest arising during a board meeting:

The ETB Act of 2013 and the Code of Governance (2019) both state that a member of an ETB board must absent himself/herself when the board is deliberating or deciding on matters in which that member has an interest. He/she should not take any part in any deliberation of the board relating to the matter, should not influence, or seek to influence, a decision to be made in relation to the matter and should not vote on a decision relating to the matter.

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2. Condolences and congratulations

Condolences were extended to those recently bereaved.

3. Minutes of board meeting held on 04 July 2023

The minutes of the meeting held on 04 July 2023 had been circulated to board members in advance (Document 19092023 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Ger Frisby, seconded by Caitlín Mhic Cárthaigh and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 04 July 2023.

4. Matters arising from minutes

No matters arising.

5. Correspondence

Department of Education Circular Letters – to be implemented

- 0034/2023 - DEIS Delivering equality of opportunity in schools action planning and grant allocation for all DEIS schools
- 0035/2023 - Teacher Supply Post Primary: Teaching Hours Extension Scheme 2023/24
- 0036/2023 - Publication of Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)
- 0037/2023 - Partial Absences for Medical-Related Service Appointments for Post Primary Teachers
- 0038/2023 - Building Momentum - A New Public Service Agreement 2021-2022 Implementation of Sectoral Bargaining with effect from 1 February 2022– Payment of PME/HDip Allowance to post primary teachers on the pre-2011 teacher pay scale

Other Departmental correspondence – for information

- DFHERIS – Invitation to Stakeholder Engagement Meeting
- DFHERIS – Correspondence from Minister Harris regarding advancing the apprenticeship model of employment and training
- DCEDIY - Capital Grant Allocation Letter

- DoE – Correspondence from Minister Foley providing an update in relation to the scale of the school building programme

Other correspondence

- SETU – invitation to CE to join SETU board as external member

6. Chief Executive's Report

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

6.1 Corporate Governance and Administration

Corporate Governance and Administration

School/Centre Re-opening
It was outlined that all schools and centres have re-opened with a full programme of curricular and extracurricular activities. The post primary student and FET learner numbers were noted. Following receipt of their Leaving Certificate results, well wishes were extended to all our students as they move on to the next phase of their lives. Graduations had taken place in Carlow Institute and Ormonde College, and well wishes were extended to those students also.

C&AG Audit 2021/2022
It was noted that the draft management letter for the 2021 accounts has been received and engagement with the auditor was ongoing and also that the audit of the 2022 accounts had commenced.

Student of the Year 2023
On the 8 September the KCETB Student of the Year award ceremony took place with the awarding of a commemorative medal to a student from each of our schools recognizing their educational journey and their contribution to school life. The students were wished every success on their onward journey.

FET Developments
Following engagement with SOLAS and DFHERIS during the summer the separation of the PLC provision from the post primary school in KCVS in line with national policy direction was outlined. A new management team have been appointed to the College of Further Education and Training, Kilkenny to lead the development of the new FET college.

The submission of the site selection report was outlined as was the approval to move to the next stage, to include due diligence, site consideration and the submission of a further Business Case which is currently in preparation.

Advisement by SOLAS of possible budget difficulties for ETBs in the current year was noted as was ongoing work regarding the specifics of same.

A stakeholder engagement meeting for the SE region with DFHERIS on Capital and Climate Action took place in SETU Calow on 22 July.

Nominations to Community School BOMs

The boards of management of Castlecomer CS and Tullow CS have completed their term of office, and nominations were sought to fill 2 vacancies on each board. It was noted that Pauline Egan DOS will be a member of Tullow CS and Eileen Curtis CE will be a member of Castlecomer CS in addition to the additional nominees sought. Clare Ryan was nominated to the Tullow CS board, and it was agreed that the CE follow up with Mary Hilda Cavanagh and Michael Delaney to determine if they would continue on the Castlecomer CS board.

On this basis the above nominees were proposed by Laura Conheady, seconded by Caitlín Mhic Cárthaigh and agreed.

Delegates to ETBI Conference

The following are the board delegates for the 2023 conference:

- Mary Hilda Cavanagh
- Ger Frisby
- Peter Cleere
- Caitlín Mhic Chárthaigh
- Fidelis Doherty

The delegates were proposed by Laura Conheady, seconded by Clare Ryan and agreed.

Education Services for Ukrainian Students/Learners

Ukrainian Supports

It was reported that the total Ukrainian enrolment in primary and post primary schools in Ireland at the end of the academic year 2022/23 was 15,625, (10,141 post primary and 5,484 primary).

The Ukrainian enrolment in Kilkenny and Carlow at the end of the academic year 2022/23 was as follows:

Kilkenny

Primary School Enrolments:	169
Post Primary School Enrolments:	119

Carlow

Primary School Enrolments:	159
Post Primary School Enrolments:	89

Kilkenny

Primary school places in Kilkenny city remain tight with some capacity still available in post-primary schools.

Carlow

Carlow are currently accommodating 18 non-Ukrainian refugees between the ages of 16 and 18 years. These are all unaccompanied male minors and the REALT Co-Ordinator is working with the local schools and FET service to source educational provision for these young people.

School Transport

There were a number of enquiries regarding school transport and the REALT Co-Ordinator is working with parents, schools and Bus Éireann in respect of these.

Ukrainian Learners

To date this year the FET service has provided a programme/service to over 1,122 adults. An outline of programme enrolment was also provided. Summer programmes were provided for 190 learners focussing on English through extra-curricular activities.
A new group have arrived in St Johns, Kilkenny and there are currently 65 in Ballon.

Retirements

It was outlined that 18 members of staff had retired from service this year and sincerest thanks was extended for their years of service and dedication to KCETB and the board wished them many years of happy and healthy retirement.

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6.2 Schools

Director of Schools Pauline Egan presented the following report:

Teaching and Learning

- All schools and centres recommenced for the 2023/2024 academic year in late August.
- Leaving Certificate results issued on 25 August and were of a very high standard across schools and centres. Students and staff were congratulated on their hard work.
- It has been announced that Junior Cycle results for 2023 will issue on 18 October.

Teaching and Learning Workshops

A series of workshops to enhance teaching and learning in our schools will continue this academic year 2023/2024. Twenty-eight teachers from our thirteen schools will attend three workshops over the course of the year. The first workshop took place on 13 September.

As part of the Digital Strategy for Schools, the focus will continue to be on embedding Microsoft Teams (and associated Office 365 Services) in schools for teaching and learning.

The Annual TEACH MEET, a professional learning and sharing event will take place virtually on 19 October.

Governance and Management of Schools

- Micheal Hickey has been appointed Deputy Principal in Kilkenny City Vocational School while Nicola Phelan has been appointed Deputy Principal in Tyndall College.
- New Appointments - Recruitment competitions for the 2023/2024 academic year are now concluding. An induction session took place for new members of staff on 21 August 2023 with MS Teams Training taking place online on 23 August.
- An e- learning module on GDPR training for new members of staff takes place on our privacy engine platform.

Revised Child Protection Procedures for Primary and Post-Primary Schools 2023

It was outlined that all school boards of management at their first meeting following the 1 September 2023 must formally adopt the 2023 procedures.

It was further noted that all the requirements of the revised Child Protection Procedures **came into effect from 1 September 2023.**

The main amendment to the procedures is with respect to sections 7 and 9.5 - The Board of Management to undertake its oversight role without being informed of the identity of the member of school personnel against whom an allegation is made, or the identity of the child to the board. This information must be now anonymised in the documents as part of the Child Protection Oversight Report.

A number of pop-up briefings took place for Principals and Deputy Principals around areas of school governance as follows:

- Briefing for Principals and Deputy Principals on Child Protection and Safeguarding procedures took place on 15 August via MS Teams.
- A refresher briefing on GDPR/Data Protection took place on 16 August.
- A Pop-Up Briefing for Principals and Deputy Principals on arrangements regarding Leave and Substitution for the 2023/24 took place on 17 August via MS Teams.

6.3 Further Education and Training

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

Governance and Management of FET

Capital Projects
A Preliminary Business Case is being drafted as part of Kilkenny College of Further Education and Training application process and is a requirement to progress to the next phase of developing the College.

Purcellsinch: The fit out of Unit M for additional Apprenticeship provision has commenced.

Ormonde College: A number of projects are underway and as this is a listed/heritage building works must be completed in accordance with specific requirements.

- Asbestos has been removed from the Boiler Room
- The replacement of the slated lean-to roof has been granted Section 57 approval. However, there is a wait time of 26 weeks for the slate.
- The tendering process is starting for the installation of additional fiberglass quilt insulation in the attic of Ormonde College.
- The boundary fence to the basketball courts is being reviewed.

- The railings are also scheduled for replacement/repair.

PLC Returns: Enrolment is continuing in both FET Colleges, with Carlow Institute of FET and Kilkenny College of FET experiencing strong enrolments – both colleges are still accepting applications.

Curricular/Teacher Concessions: An application for additional allocation made in June was successful and included the new management team for Kilkenny.

Recruitment

- **BTEI Coordinator Kilkenny:** Jenny Ryan has been appointed as BTEI Coordinator.
- **Authorised Officer for Apprenticeships:** Patricia Nolan has been appointed.
- **CIFET Principal:** David Forde has been appointed as Principal of Carlow Institute of Further Education and Training.
- **Kilkenny College of FET Principal:** Una Hayes will be appointed as the Principal of Kilkenny College of FET.
- **CIFET Deputy Principal:** Peter Cleere has been appointed as Deputy Principal.
- **Kilkenny College of FET Deputy Principal:** Conor Walsh has been appointed as Deputy Principal
- **Learner Support & Well Being Coordinator:** This post has been readvertised.
- **PD/TEL Coordinator:** Recruitment is under way for this post.

Teaching and Learning

Youthreach: Kilkenny Youthreach made a successful application to the Creative Schools Programme and will receive a grant of €4,000 for the two-year period 2023/2024 and 2024/2025 as well as training and advice from a Creative Associate.

Youthreach Leaving Cert Results: Learners did very well across both Youthreach Centres. In Kilkenny 4 learners completed Leaving Certificate Applied and the remaining learners completing the traditional Leaving Certificate. In Carlow Youthreach, 5 learners completed the Leaving Certificate. All learners were congratulated on their success and wished well on their learning journey.

Strategic Performance Agreement Targets: An outline of performance in relation to the SPA targets was provided as was data setting out the mid-year statistics under the various headings. The growth in learner numbers was welcomed across both full-time and part-time programmes.

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6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

Human Resources

Recruitment

A high level of recruitment activity had taken place over the summer period with the vast majority of new teachers recruited for the beginning of the 23/24 academic year.

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

The process of recruiting to Post of Responsibility positions has commenced in several schools and centres.

Recruitment campaigns have taken place to create: FET Tutors Panel, Clerical Officer Panel, Special Needs Assistant Panel and Transport Escort Panel and an on-line application process for substitute cover for teaching, SNA, and cleaning positions is in place.

Recruitment is currently taking place in respect of the following positions in Kilkenny and Carlow ETB:

- School Completion Programme Coordinator, Kilkenny
- School Completion Project Workers – 5 people panelled and onboarding currently taking place
- Adult Literacy Tutor posts advertised in Carlow/Kilkenny

Recent appointments to specific posts were outlined.

Corporate Services

1. **School Completion Programme, Kilkenny (Offices in Seville Lodge)** - Term of Lease: 01.01.23 – 31.12.23 and 01.01.24 - 31.12.24.
2. **Unit 6, Danville – FET Admin Offices – Top Floor** - Term of Lease: 7 December 2023 to 6 December 2032 (dates to coincide with existing lease of the Ground and First Floor).
3. **Kilkenny City Centre** - Intention to seek suitable premises for **FET Admissions Office** – January 2024 – December 2028 with an option to extend annually until new FET College is in situ.

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4. **Kilkenny Carlow Environs** – Intention to seek suitable premises to accommodate Phase 2 Apprenticeship Services. Period: 2024 to 2034.
5. **Carlow Training Services** - Carlow Enterprise. Period of Cover: 05.02.24 to 04.02.25.

Capital Projects

1. **Grennan College, Thomastown**
   - A submission for the new extension has been finalised.
2. **Borris Vocational School**
   - A design submission for the new extension is under development.
   - The new modular unit has been installed.
3. **Kilkenny Schools Campus**
   - A design team meeting with KCETB took place on 15 September 2023.
   - A project schedule, decarbonisation plan and 3D drawings were provided.
4. **Gaelcholáiste Cheatharlach**
   - Following recent approval, the detailed design is being prepared by the design team.
5. **Coláiste Mhuire, Johnstown**
   - Following recent approval, the detailed design and project schedule is being prepared by the design team.
6. **Scoil Aireagail, Ballyhale**
   - Construction of additional accommodation has commenced with the project scheduled for completion in February 2024.
7. **Duiske College, Graiguenamanagh**
   - The modular SEN unit has been being installed and is nearing completion.
   - A contractor to undertake emergency works on the roof, floors and sewerage works will be appointed shortly.
8. **Abbey Community College**
   - Work has commenced on the installation of the new boiler.
   - A tender competition for an engineer to oversee the roof repairs is being prepared.
9. **Coláiste Pobail Osraí**
   - Approval for new fencing has been granted.
10. **Coláiste Eoin, Hacketstown**
    - A submission for prefab replacement and new accommodation has been prepared.
    - Emergency roof repairs have been sanctioned and will commence shortly.

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11. Coláiste Andriú, Bagenalstown

- A tender for a consultant to oversee the replacement of the boiler has been placed.

12. FET Infrastructure Programme, Ormonde College

- A report on future proofing the building is being prepared.
- The asbestos survey has been completed.

13. FET Infrastructure Programme, Grennan Equestrian Centre

- Final drawings and a cost estimate are being prepared for submission to SOLAS.

14. FET Infrastructure Programme, Purcellsinch

- A contractor commenced work in September for a period of 15 months.

Finance

The income and expenditure report to the end of August 2023 was presented.

Governance

Policy Management

The following policies were noted:

- KCETB Procurement Plan 2023
- Procurement Policy (including requirements of CL 05/23 and the application of Article 5.2 of EU Procurement Directive 2014/24/EU) Policy and guidelines amended to reflect updated thresholds and aggregation.
- Blended Working Policy

Single Pensions Scheme

- It is a legislative requirement to provide annual benefit statements under the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.
- KCETB has worked on the ETB Single Pension Scheme Remediation Programme with ESBS since early 2022.
- KCETB will be compliant in respect of both retrospective and future benefit statements from 2023.

Climate Action

In accordance with 2030 Public Sector Climate Action, Sustainability and Energy targets, KCETB will be required to reduce greenhouse gas emissions by 51% and improve energy efficiency by 50%. Net-zero greenhouse gas emissions will be required by 2050.

- A Climate Action Plan is being developed for KCETB.

ESBS Shared Services

The General Ledger Conversion Project is the next stage of Shared Services transition programme and will commence shortly. Staff in HR payroll, HR operations and Finance will all be involved in the project which will be implemented from November 2023 to May 2024.

- Learner payments will be transferred from the SAP to SUN system and the transition must be implemented before year end. This project is scheduled to commence on 9 October.

Official Languages Act

- KCETB and all public bodies are required to ensure that 20% of advertising is in Irish and 5% in the Irish language media. KCETB is working to achieve these requirements.

Purchase Cards

- Purchase cards are to be introduced to a small number of schools and centres as part of a pilot project.

Charities Governance Code

Under the Charities Governance Code all registered charities are required to complete a Charities Governance Code Compliance Record Form each year. This document was circulated to members for approval.

7. Risk Management

1. **System of Internal Control**
    a. The Audit and Risk Committee has scheduled meetings to consider on the System of Internal Control including Risk Register, Audit Registers and Assurance Declarations.
    b. Staff training on the System of Internal Control is scheduled for 11 October 2023.
2. **Health and Safety**
    a. A Health and Safety Consultant has been engaged to advise on enhancements to the H&S Management System.
        i. Gap analysis reports are being prepared as a pilot at offices, centres, and schools.
3. **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. KCETB is undertaking considerable work in this area in conjunction with ETBI and IPB.

i. Substantial investment in licencing and human resources will be required to meet these standards.

4. **OCAG Audit 2022**
    a. The OCAG Audit on the 2022 AFS is ongoing at present. Discussions on the draft management letter for AFS 2021 have commenced with the OCAG.
5. **Internal Audit**
    a. The IAU have advised that an internal audit on the apprenticeship programme will commence on 9 October 2023.
    b. An audit on Health and Safety is scheduled to commence in Q4.
    c. The management response on the draft Payroll HR Audit Report has been submitted to the IAU.

8. (a) Minutes and Reports of Committees, and Boards of Management- for information

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

8. (b) Report from ETBI Reserve Members Forum

Mary Hilda Cavanagh was not in attendance therefore a report from the latest ETBI Reserve Members forum meeting was not provided.

8. (c) Report from Finance Committee

There was no meeting of the Finance Committee since the last meeting of the Board. Meetings are provisionally scheduled for the 1 November and 6 December 2023.

8. (d) Report from Audit and Risk Committee

There was no meeting of the Audit and Risk Committee since the last meeting of the Board. Meetings are provisionally scheduled for 6 November, 27 November, and 18 December 2023.

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

190923 - KCETB 01 Minutes of previous meeting(s)
Adopt the recorded minutes of the meeting held on 04 July 2023. The minutes will be published online.
Correspondence received and noted.

190923 - KCETB 02 Chief Executive's Report
For adoption, including nominations

190923 - KCETB 03 Corporate Services
Approve leases

190923- KCETB 04 Finance
For approval

190923 - KCETB 05 Risk Management
For approval/adoption/noting, including the Charities Governance Code Compliance Record

190923 - KCETB 06 Report of Committees
For information – BOM minutes

Unless stated previously the above items were adopted by the board as proposed by Peter Cleere seconded by Tomás Breathnach and agreed.

10. Other Business with prior permission of the Chair

11. Date of next meeting
Tuesday, 21 November 2023 at 3:30pm.

12. Adult Literacy for Life Presentation

Bernadette O'Rourke, Adult Education Officer, and Helen Walsh, Regional Literacy Co-ordinator provided a presentation on Adult Literacy for Life.

Signed: Fergal Browne Date: 21/11/23