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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
16 September 2025

Date: 16 September 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, Thomas Kinsella, Ger Long, Joe Malone, Madailín Mhic Lochlainn, Sarah Millea, Daniel Pender, Ann Penfold, Clare Ryan, Jacqueline Sheil, Joe Sheridan, Maurice Shortall, Jenny Catt Slattery, Kathryn Wall

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

Apologies: John Coonan, David Denieffe, Maria Dollard and Seán Lawlor

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

Dr Lindsay Malone was welcomed in her new role as Chief Executive of Kilkenny and Carlow ETB. Grateful thanks were extended to Dr Pauline Egan for all her work in the role of Acting Chief Executive since the retirement of Eileen Curtis as Chief Executive on 31 March 2025.

Congratulations were extended to all students on their results in the Leaving Certificate and staff were thanked for their work in supporting them.

Three learners from Carlow Institute of Further Education and Training have progressed to the Gaiety School of Acting, **the National Theatre School of Ireland** that provides full-time professional actor training. It was noted that there were only twenty places available on this course and two of the KCETB learners were congratulated on receiving scholarships.

Condolences were extended to those recently bereaved.

3. Minutes of the board meeting held on 24 June 2025

The minutes of the meeting held on 24 June 2025 had been circulated to board members in advance (Document 160925-02). The minutes were taken as read.

The minutes of the meeting on 24 June 2025 were proposed by Fergal Browne, seconded by Ann Penfold and agreed.

The minutes were recorded as a true record of the proceedings of the board meetings held on 24 June 2025.

4. Matters arising from minutes

No matters arising.

5. Correspondence

Department of Education and Youth Circular Letters – to be implemented

1. 0013/2025 **Occupational Injury Leave Scheme** for Registered Teachers employed in Recognised Primary and Post Primary Schools
2. 0047/2025 **Home Tuition Grant Scheme** 2025 - 2026 Special Education Component
3. 0048/2025 Teacher Supply Post Primary: **Teaching Hours Extension Scheme** for 2025/2026
4. 0049/2025 **Cycle to Work Scheme** for ETB Employees
5. 0051/2025 **Revision of Salaries** for Post-Primary Teachers under the Public Service Agreement 2024-2026 Application of pay adjustments with effect from 1 August 2025
6. 0052/2025 **Revision of Salaries** and Allowances of Certain Grades other than Teachers and SNAs employed by ETBs under The Public Service Agreement 2024 – 2026 Application of pay adjustments with effect from 1 August 2025
7. 0053/2025 **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 Application of pay adjustments with effect from 1 August 2025
8. 0054/2025 **Revision of Salaries of School** Secretaries and School Maintenance Staff in Community and Comprehensive Schools under the Public Service Agreement 2024-2026 Application of pay adjustments with effect from 1 August 2025
9. 0055/2025 **Revision of Salaries** for School Secretaries and Bus Escorts Previously Funded Under Ancillary Grant Funding Application of pay adjustments with effect from 1 August 2025
10. 0056/2025 **Revision of Salaries** for Special Needs Assistants (SNAs) under the Public Service Agreement 2024-2026 Application of pay adjustments with effect from 1 August 2025
11. 0058/2025 **Grant Scheme in respect of Maternity Related Absences**
12. 0061/2025 **Senior Cycle Redevelopment** – Prescribed Material for the Leaving Certificate Drama, Film and Theatre Studies Examination 2027, 2028, 2029 (For student cohort commencing 5th year in Sept 2025, 2026 & 2027)
13. 0063/2025 **Senior Cycle Redevelopment** – Supports for Selected Phase One Schools Introducing Climate Action and Sustainable Development in the 2025/26 School Year
14. 0064/2025 **Senior Cycle Redevelopment** – Supports for Selected Phase One Schools Introducing Drama, Film and Theatre Studies in the 2025/26 School Year

Other Departmental correspondence – for information

- DEY (Department of Education and Youth)- Payment letter in respect of TYESI Part 2 funding 2025

- DEY (Department of Education and Youth)- Additional DE annual sanction for Year 1 M365 project expenditure 2025 based on ETBI Project Team provisional costings

Other correspondence – for information

- Department of Agriculture, Food and the Marine Forestry Programme 2023-2027: How it can benefit Public Bodies
- Department of Climate, Energy and the Environment Public Sector Decarbonisation and Energy Efficiency Performance
- SOLAS- KCETB - 2025 Devolved Capital Grant Remaining Allocation
- Grant Thornton re: Periodic Critical Review of SOLAS- Stakeholder Consultation Launch

6. Chief Executive's Report

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

6.1 Corporate Governance and Administration

The following were noted:

School/Centre Re-opening
Schools and centres had re-opened with a full programme of curricular and extracurricular activities. Following receipt of their Leaving Certificate results, well wishes were extended to all students as they moved on to the next phase of their lives. Graduation had taken place in Carlow Institute and College of Further Education and Training, Kilkenny, and well wishes were extended to those adult learners also.

OCAG Audit
The OCAG audit of the 2024 Annual Financial Statement of Accounts commenced in July.

Student of the Year 2025
On the 5 September the KCETB Student of the Year awards ceremony took place with the awarding of a commemorative medal to a student from each of our schools recognising their educational journey and their contribution to school life. The students were wished every success on their onward journey.

FET Developments
CE Engagement in Periodic Critical Review (PCR) of SOLAS -A Focus Group with Grant Thornton Consultants took place on Monday 14 July.

Kilkenny and Carlow ETB hosted a QQI Quality Dialogue Meeting on 09 July.

Kilkenny and Carlow ETB hosted a meeting on 27 August with representatives from the Department of Further and Higher Education, Research, Innovation and Science to discuss the development of the FET College of the Future.

It was noted that the Letter of Engagement for the internal audit for SOLAS Capital Funding – devolved funding and completed projects had been received with the internal audit commenced on 15 September 2025.

Delegates to ETBI Conference
ETBI Annual Conference will take place on Thursday 9 October 2025 in Slieve Russell Hotel, Cavan. The following are the board delegates confirmed for the 2025 conference:

1. Andrea Dalton
2. Ger Long
3. Ann Penfold
4. Jacqueline Sheil

Additional Board members were invited to return an expression of interest if they wished to attend the congress.

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. The Realt Coordinator will provide an overview of the supports available at the next board meeting.

6.2 Schools

Director of Schools Dr Pauline Egan presented the following report:

Teaching and Learning

- All schools recommenced for the 2025/2026 academic year in late August.
- Leaving Certificate results were issued on 22 August and were of a very high standard across schools and centres. Students and staff were congratulated on their hard work.
- It was announced that Junior Cycle results for 2025 will issue on 18 October.
- Nominees for the Student of the Year Awards for 2024/2025 were received from each school. The presentation of awards event took place on Friday 05 September in

the Newpark Hotel. Congratulations were extended to the students and their families and the positive regard between the students and their principals was noted.

- Teaching and Learning Workshops – Instructional Leadership Programme
  It was noted that a series of workshops to enhance teaching and learning in our schools will continue this academic year 2025/2026. Teachers across our schools will attend workshops over the course of the year. The workshops will explore practical strategies for teachers to help improve classroom teaching and learning and will support the work of school leaders in developing teaching and learning in their school.
- Our Annual TEACH MEET; our professional learning and sharing event takes place virtually on 23 October. We will have enlightening workshops from our teaching colleagues.

Governance and Management of Schools

- **New Appointments** - Recruitment competitions for the 2025/2026 academic year are now concluding.
  - 15.5 posts for SNAs Posts were filled.
  - Fixed Term Contracts issued end of week commencing 8 September 2025 through the Job Train platform.
- Student Teacher induction took place on 19 August – 48 new student teachers attended.
- An **induction session** took place for new members of staff on 29 August 2025 – 32 members were in attendance.
  - A MS Teams/OneNote Training for new members of staff took place online on 8 September delivered by Áine Byrne in our Technology Enhanced Learning and Professional Development Office.
  - An e- learning module on GDPR training for new members of staff is available on our privacy engine platform and was to be completed by staff by 30 September.

- **Middle and Senior Leadership Posts**
  - 15 New AP Posts for 2025/26 were due to be filled.
  - The following deputy principal posts have been filled:
    - Deirdre Costigan was appointed Deputy Principal in Kilkenny City Vocational School.
    - Caoimhe Ni Fhearail was appointed Tánaiste Priomhoide in Gaelcholáiste Cheatharlach.

- A number of pop-up briefings took place for our principals and deputy principal around areas of school governance as follows:
  - ETBI Webinar on Admissions to a Special Class - updates and legal considerations for principals and deputy principals, took place on 27 August.

- KCETB Briefing for Principals and Deputy Principals on updated procedures for Léargas took place on 2 September via MS Teams.
- A HR Pop-Up Briefing for Principals and Deputy Principals will take place on 17 September via MS Teams on updates with respect to Garda Vetting.

- **Boards of Management**

New Admission Templates issued to our schools – these are to be approved by Board of Managements in advance of the enrolment for 2026/2027 window which opens on 1 October.

6.3 Further Education and Training

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

Governance

College of FET Application: Details of a meeting with SOLAS and DFHERIS to review the Schedule of Accommodation was awaited.

SOLAS Capital Meeting: A meeting was held online with the SOLAS Capital Unit on Tuesday Sept 09. Items discussed included:

- Minor Capital Works update,
- Capital Projects in progress,
- Green Devolved Grant and Climate Action progress,
- Review of leases,
- Apprenticeship and Estates Strategy updates.

Correspondence regarding Apprenticeship: Additional funding was received on 11 August for apprenticeship allowances, and this was welcomed. An additional €1.72m was received for allowances, bringing the total allocation for KCETB for 2025 to €32.603.

Internal Audit Unit (IAU): FET Finance Audit: Two audits are underway with the IAU. The audit of the FET Budgetary Process had its closing meeting on 21 August. Queries for the LTI (Local Training Initiative) follow up audit have continued.
The SOLAS Capital Audit will commence this month.

Recruitment:
Deirdre Geoghegan will take up the post of Adult Literacy for Life Coordinator to cover a one year secondment.

Meeting with Department of Further and Higher Education, Research, Innovation and Science:
DFHERIS are engaging with all ETBs to develop a concept, model and approach to the FET College of the Future.
KCETB presented to DFHERIS on vision for and scale of the new college on 27 August.

Teaching and Learning

Youthreach Results: Youthreach Kilkenny and Carlow received Leaving Certificate results on 22 August. All learners are progressing to Carlow Institute of FET and College of FET, Kilkenny.

New Apprenticeship: KCETB engaged with Accounting Technicians Ireland and hosted a briefing session for employers over the summer regarding a 2016+ apprenticeship to train Accounting Technicians. This apprenticeship has commenced in Carlow Institute of Further Education and Training in September.

Teacher Induction: In collaboration with the Schools Directorate, A number of new teachers from FET attended the Teacher Induction on August 29.

New UBU Funded Project:
Funding was allocated in Budget 2025 for the establishment of ten new UBU services. Kilkenny Carlow Education and Training Board (KCETB) were successful in its application for a UBU service for Johnstown and Urlingford (North Kilkenny) with funding being approved by the Youth Affairs section of the Department of Education and Youth.

6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

Human Resources

Appointments

- Deirdre Costigan was appointed as Deputy Principal in Kilkenny City Vocational School.
- Caoimhe Uí Fhearail was appointed as Leas Phríomhoide in Gaelcholáiste Cheatharlach.
- Deirdre Geoghegan was appointed as Regional Literacy Co-ordinator.

Recruitment

- A high level of recruitment activity took place over the summer period with new teachers and Special Needs Assistants in situ for the beginning of the 25/26 academic year.

- Kilkenny and Carlow ETB has continued with appointments to permanent, fixed term and specific purpose positions across our schools, centres and offices.
- The process of recruiting to Post of Responsibility positions was commenced in a number of our schools and centres.
- Recruitment campaigns are taking place to create a Special Needs Assistant Panel, Transport Escort Panel and Substitute Teacher Panels.

Corporate Services

Leases

- Unit G, Purcellsinch, IDA Business Park, Kilkenny Term of Lease – 10 years 01.02.26 to 31.01.36

Capital Projects

1. **Kilkenny Schools Campus**
    a. The enabling works have progressed and are scheduled for completion this year.
    b. The National Development Finance Agency (NDFA) are currently conducting a Financial Robustness test and the DEY must consider their analysis before sanctioning advancement to construction tender stage.
    c. The transfer of lands is being finalised by the legal teams with an issue relating to Residential Zoned Land Tax (RZLT) outstanding.
    d. KCETB may be obliged to appeal to Kilkenny County Council against the inclusion of the relevant area in the RZLT map for future years.

2. **Gaelcholáiste Cheatharlach**
    a. The stage 2b detailed design planning application was lodged to Carlow County Council on 31 July.

3. **Coláiste Mhuire, Johnstown**
    a. Further information in respect of landscaping, water and drainage for the planning application is due to be returned to Kilkenny County Council by 19 September.

4. **Grennan College, Thomastown**
    a. The fire safety water tank is being installed.
    b. Planning permission was granted on 30 July, and the design team are now preparing the tender pack for submission to DEY.

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 electrical works have been completed.

6. Borris College

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

7. Coláiste Eoin, Hacketstown

a. The design team are preparing the initial design options for the school extension and submission to DEY.

8. Kilkenny City Vocational School

a. The fire safety project has been completed.

9. Grennan Equestrian

a. Stage 2b detailed planning application designs were submitted to SOLAS in August.

10. Coláiste Cois Siúire

a. Accessibility reconfiguration works are progressing.

11. Scoil Aireagail, Ballyhale

a. Remedial works to the floor of the new accommodation have been substantially completed over the summer break.

12. 2025 Summer Works Scheme

a. Eleven summer works applications focused on Climate Action were submitted to DEY.

13. PV Programme

a. PV panels have been installed at Coláiste Eoin, Coláiste Aindriú and Gaelcholáiste Cheatharlach.

14. Corporate HQ

a. A response from the DEY to the Corporate HQ proposal as forwarded in 2024 is awaited.

15. FET College

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

16. Grennan Mill

a. SOLAS have provided sanction for KCETB to formally accept legal ownership.

Finance

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

Governance

1. Bank of Ireland and National Treasury Management Agency Authorised Signatories

Board approval was requested to mandate changes to authorised signatories for the Bank of Ireland and National Treasury Management Agency accounts.
The mandate authorises the signatories to carry out transactions and give instructions on behalf of KCETB.

Chief Executive Lindsay Malone has replaced the former Chief Executive as an authorised signatory.
Clare O'Shaughnessy, Assistant Head of Finance has also been added as an authorised signatory.

The new list of authorised signatories is:
Lindsay Malone – Chief Executive
Liam Scott – Director of Organisation Support and Development
Linda O'Brien – Head of Finance
Emily Watchorn – Assistant Head of Finance
Clare O'Shaughnessy – Assistant Head of Finance

2. Training

a. Governance Training - Board
   - Phase 2 and 3 Governance Training is available on-line to Board members for the 5 year term of the Board.
   - Training for Chair of ETBs by IPA/ETBI/IAU took place on 12 September.

b. Leadership Development Training – Staff
   - The Institute of Public Administration will provide Leadership Development Training for Senior OSD Management staff on 2 October.

3. Policy Management

a. Health and Safety Policy

b. Policy for the Prevention and Resolution of Sexual Harassment and Harassment at Work

4. **E-Recruitment**
   a. Jobtrain was successfully implemented in 2025 and continues to be reviewed.

5. **Climate Action**
   a. Annual Report 2024
      - The Public Sector Climate Action Annual Report 2024 for KCETB was received in August.
      - The Report provided a scorecard for 2024 and comparisons between 2023 and 2024.
      - KCETB continues under the glide path for energy reduction and is working towards meeting the target for 2030.
      - As with other ETBs and public sector bodies, further progress needs to be made with regard to our CO^2 output.
      - The Summer Works Scheme applications have focused on replacing fossil fuel boilers with Bi-valent systems which would reduce our CO^2 output.

6. **European Social Fund**
   a. KCETB have provided a detailed financial return for the last three years of the ESF.

7. **KCETB Annual and Comprehensive Reports** have been approved by the DEY as being compliant with the Code of Practice for the Governance of Education and Training Boards 2024 and will now proceed to translation into Irish and publication on our website.

7. Risk Management

1. **Health and Safety**
   a. The Health and Safety Work Programme 2025 is ongoing.

2. **ISMS, Cyber Security and ICT**
   a. Baseline Standards Phase 1 Consultancy Engagement
   - The Cyber Security Baseline Standards are mandatory for all Public Sector organisations and requires the implementation of an Information Security Management Systems (ISMS) system.
   - KCETB has agreed to commence Phase 1 Consultancy Engagement with IAU/KOSI from September 2025.

- The project will provide a full suite of ISMS documentation relating to all eight ISMS Audit Areas.
- It will leverage KCETB Strategic Objectives to generate approximately 18 ISMS primary objectives for implementation.
- KCETB will prioritise the ISMS objectives based on business requirements.
- Priorities may include Business Continuity Planning (BCP), IT Disaster Recovery Planning (IT DRP) and Business Impact Assessments (BIA).
- The overall duration of the Phase 1 Project will be approximately one year.
- The project will be led from the Executive Management Team and requires organisation wide engagement and support.
- A significant part of the workload of the Information, Technology and Governance Department (ITG) will be devoted to the project.

3. Internal Audit

a. Internal Audit Reports
Internal Audit Reports on the Apprenticeship Programme and the PLC and Co-operation hours were considered by the Audit and Risk Committee at its meeting on 27 June.

b. IAU- ETBs Audit Plan 2025

i. ESOL (English for Speakers of Other Languages) programme – the IAU have indicated that this audit may be deferred to 2026 and replaced by an audit on Community Training Centres.

ii. Local Training Initiatives (LTI) follow up – opening meeting on 26 June and ongoing.

iii. SOLAS Capital funding: devolved funding and completed projects – opening meeting scheduled for 15 September.

iv. FET Management Accounting and Budgetary Control Processes – commenced May and ongoing.

v. Baseline Standards Phase 1 Consultancy Engagement.

4. External Audit

i. The OCAG external audit on the Annual Financial Statements 2024 commenced in July 2025 and is ongoing.

5. Pension Inaccuracies

i. Discussions were conducted with one pensioner, and the appropriate adjustments were made.

ii. Pensions are administered by the Department, and the inaccuracies are a national issue, but may pose a risk to KCETB.

iii. KCETB await further instructions on how to proceed from the DEY.

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6. **Revenue Review**
   i. A Self-review for 2023 and 2024 on VAT accounted for on Telecommunication, Broadcasting & Electronic (TBE) Services, where the supplier of the services is established in another EU State or outside the EU is being conducted with Revenue.
   ii. The Review is nearing completion, and the liability is likely to be relatively modest.

Full details will be reported to the Finance Committee for their consideration.

8. (a) Minutes and Reports of Committees and Boards of Management for information/approval

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

8. (b) Report from ETBI Reserve Members Forum

Mary Hilda Cavanagh gave a report from the latest ETBI Reserve Members Forum Meeting.

8. (c) Report from Finance Committee

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

8. (d) Report from Audit and Risk Committee

1. **Report from meeting of KCETB Audit and Risk Committee on 27 June 2025.**

Members in attendance: Chairperson Ger Mulvey, Ger Long, Marie Bracken, Aine Donovan and Sarah Millea.

Apology: Daniel Pender.

Executive in attendance: Liam Scott Director of OSD, Martha Bolger Director of FET and Gillian Hegarty Governance and Compliance Officer.

A meeting of the Audit and Risk Committee took place on Friday 27 June 2025 in KCETB HQ Offices, Athy Road, Carlow.

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

- Minutes of 14 March 2025 - agreed.
- IAU Annual Report.

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- Internal Audit reports were considered and discussed:
  - Apprenticeship Programme
  - PLC and co-operation Hours
- IAU Audit Plan 2025
- Office of Government Procurement (OGP) Circular 09/2024
- Executive and Risk Management Report

2. Meeting Schedule 2025.

- The Audit and Risk Committee will hold a minimum of one further meeting this year in order to meet regulatory requirements.
- The Chief Executive was invited to the next meeting of the Audit and Risk Committee.

9. Appointment to KCETB Committees and Boards of Management

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

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

Coláiste Aindriú	
Community Nominee	Maire Lee

Kilkenny City Vocational School	
Teacher Nominee	Chloe Conway

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

160925 - KCETB 01 Minutes of previous meeting(s)

Adopt the recorded minutes of the meeting held on 24 June 2025. The minutes will be published online.

Correspondence received and noted.

160925 - KCETB 02 Chief Executive's Report

For adoption

160925 - KCETB 03 Corporate Services

Lease to be approved.

160925 - KCETB 04 Finance

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For approval

160925 - KCETB 05 Risk Management

For approval/adoption/noting including Charities Governance Code Compliance Record as circulated.

160925 - KCETB 06 Report of Committees

For information – BOM minutes

160925 - KCETB 07 Appointment of members to KCETB Committees and BOMs

For approval

Unless stated previously the above items were adopted by the board as proposed by Fergal Browne and seconded by Ann Penfold and agreed.

11. Other Business with prior permission of the Chair

12. Date of next meeting

Tuesday, 18 November 2025 at 3:30pm in Seville Lodge, Kilkenny.

Signed: _____ Date: 18/11/25