



BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARÁ AGUS CHILL MHANTÁIN

KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

KWETB Board Meeting

Minutes of the Board of KWETB held on Tuesday 23rd May 2023 at 14.30p.m.

Venue: Piper's Hill College

- Present:** Cllr. Daragh Fitzpatrick in the Chair, Mr. Stephen Horan, Mr. Noel Merrick, Mr. David O’Gorman, Ms. Siobhain Grogan, Cllr. Nuala Killeen, Cllr. Paul O’Brien, Cllr. Kevin Duffy, Cllr. Bernard Caldwell, Cllr. Evie Sammon, Alice O’Donnell and Cllr Íde Cussen
- In attendance:** Dr. Deirdre Keyes CE, Mr. Joe Kelly Director of OSD, Mr. Ken Scully, Director of Schools, Dr. Áine Murphy KWETB, Ms. Orla Kealy KWETB.
- Apologies:** Cllr Lourda Scott, Cllr. Tom Fortune, Ms. Deirdre O’Donovan, Cllr. Anne Ferris, Cllr Peter Hamilton, Cllr Patsy Glennon.
- Absent:** Ms. Aoife Ní Chéileachair, Mr Ronan Mills, Ms. Caoimhe Molloy



Introduction

The members received a welcome from the Piper's Hill Principal, Caroline Herity and some of the school's students.

With the members agreement, the Chair proceeded with 11 members to begin the meeting and move the agenda around to note the CE's update (agenda item 5) first while we awaited attendance to reach the quorum of 12 members.

Minute ETB 01-05-2023

No. 1 Conflicts of Interest/Disclosure of Interests

Once the quorum was reached the Chair requested for statements of conflict of interests. Board members declared no conflicts of interest.

Minute ETB 02-05-2023

No. 2 Apologies, Sympathies & Congratulations

Apologies were received from Cllr Lourda Scott, Cllr. Tom Fortune, Ms. Deirdre O'Donovan, Cllr. Anne Ferris, Cllr Peter Hamilton and Cllr Patsy Glennon.

The Board offered sympathies to the families of;
Ephraim Cloney, Brother of Damien Cloney, Principal of Glenart College

The Board held a moment of silence as a mark of respect.

Minute ETB 03-05-2023

No. 3 Adopting the Minutes of previous meetings

3.1 Minutes of Board meeting 28th March 2023

Proposed: Cllr. Nuala Killeen

Seconded: Cllr. Bernard Caldwell

3.2 Minutes of the in-camera session of Board meeting Tuesday 28th March 2023

Proposed: David O'Gorman

Seconded: Stephen Horan

Minute ETB 04-05-2023

No. 4 Matters Arising from the Minutes
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No matters were arising from the minutes of the previous meeting.

Minute ETB 05-05-2023

No. 5 Chief Executive update

The following points from the CE report were noted;



- ETBI Patron's Framework and Ethos Leadership Teams (ELT's) in KWETB Schools update. The CE advised that the ETBI Ethos Coordinator would attend a Board meeting to present to the Board on the Framework in September or November.
- Recruitment was commenced early this year and with a strategic recruitment to reach the full cohort of teaching staff required. Principals also presented to Initial Teachers Education Centres (ITEs) and Professional Masters in Education (PME) graduates for networking.
- Elevate CX is a customer service/experience programme our FET are currently offering employers and businesses which was applied for and granted by SOLAS. The Board acknowledged this innovative programme and that there are also other pathways within Further Education (FE) which are accredited providing similar programmes through day courses.
- There are numerous graduations and award ceremonies presently to which the CE thanked the Board members for their attendance and support at local level to KWETB schools and centres.
- An update was provided on the FET College of the Future.
- Executive planning for CPD for staff and Board members on Public Sector Duty was noted. Training for inclusion and equality to applicants in recruitment procedures was also noted. A framework for best practice in equality is pending from national level and modules are being developed for Boards of Management as part of same. At KWETB we are looking to gather evidence and assess our actions against the obligations as a public sector organisation.

Minute ETB 06-05-2023

No. 6 Matters for approval, noting or adoption
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6.1. Adoption

There were no matters for adoption on today's agenda.

6.2 Approval

6.2.a. Draft Annual Report 2022 and Draft Chairperson's Comprehensive Report

The CE introduced the draft report to the Board and brought them through a supplementary presentation on the highlights of the report for 2022 noting the strategic reporting cycle, the basis of our statutory reports on our Statement of Strategy and our vision and mission. Many new and enhanced services and strategic objectives achieved were noted within, along with the Boards reserve functions completed in the year outlined and the fulfilment of roles by KWETB Board, Committees and Boards of Managements.

The Chairpersons Comprehensive Report was also outlined to the Board as prescriptive and confirming obligations as set out in the Code of Practice for the Governance of ETBs.

The Board discussed the FET Excellence Award won in 2022 noting this is annually assessed. The Board acknowledged and commended all involved in the achievements and work completed as highlighted in the report. A positive account of experience of an FET learner was noted also by a member to the Board.

The number of Ukrainians and other non - nationals availing of KWETB services was noted as approximately a few hundred in ESOL (English for Speaker of Other Languages) hours and literacy learning, as well as a couple of hundred school places across KWETB, particularly in Wicklow where the demand was higher.

The draft Annual Report and draft Chairperson's Comprehensive Report were approved by the Board together, subject to any changes the Department of Education (DE) may request. The report remains in



draft until laid before the House of the Oireachtas following DE acceptance.

Proposed: David O’Gorman

Seconded: Stephen Horan

6.2.b. Standing Orders Amendment

Proposed amendments to the wording of Standing Orders 3.3 and 3.11 were brought for approval to reflect convening of meetings other than at 10.30am and the continued use of hybrid technologies to facilitate member attendance.

Proposed: Alice O’Donnell

Seconded: Cllr Nuala Killeen

6.2.c. Lease: Brennan’s Parade Extension

An extension to the Brennan’s Parade lease was approved, with confirmation received that the lease terms remain the same. The Executive are actively seeking alternative locations to move to within this extension period.

Proposed: David O’Gorman

Seconded: Cllr Bernard Caldwell

6.2.d. NTMA Bank Account

The Executive presented the context for requesting Board approval to move funds to an NTMA bank account and the benefits from doing so, including positive interest and accessibility to funds.

Proposed: Alice O’Donnell

Seconded: Cllr Kevin Duffy

6.3 Noting

6.3.a. Finance Committee Report

The Chairperson of the Finance Committee presented the report noting the items reviewed at their meeting including the Service Plan financial review, quarter one supplier and contract payments and procurement analysis, and the lease extension and NTMA proposal on today’s agenda to which the Committee recommended Board approval. The Committee had sight of the draft Annual Report.

6.3.b. KWETB Boards of Management Minutes

Noted. A review of minutes and continual follow up remain ongoing.

An update was requested on School meals and DEIS audit progress and the Board were informed updates on same are being sought presently and will be brought to the ARC in due course.

The Board held a discussion on the Relationships and Sexuality Education (RSE) curriculum for primary schools drafted at national level, not yet approved by the Minister. It was clarified the ETB do not have a role in deciding the curricular in schools. It was noted that there has been much work on this curricular to make it age appropriate, to create shared understanding among peers at this school age, and supported by Continual Professional Development (CPD) training and resources as created specifically by the development group. It is mandatory that any teacher teaching RSE at post primary



level complete specific training and it is envisioned this will be the same for primary teaching. The final curricular will be approved by the National Council for Curriculum and Assessment (NCCA) and rolled out with in service CPD in response.

Minute ETB 07-05-2023

No. 7 Risk Management

The Director of OSD spoke to the risk management report provided to the Board. The risk associated with ICT systems risk was split out from another risk as stand alone. It was confirmed we are pre-empting a cyber security incident by implementing and continually adding mitigating actions against this risk. This is supported sector wide by much focus on cyber security. This risk and mitigating actions encompass the ETB as a whole including those schools and centres whom have their own networks.

A discussion was held on the level of the accommodation risk and if it should be higher. The situations at local level are closely monitored and pressure does remain at some locations. As solutions and modular accommodations have been provided and the Department of Education have provided reasonable assurance to the ETB that all accommodation needs for September shall be met. The Schools Capital Appraisal (SCA) team work closely with the ETB on mitigating actions and applications for accommodation, mitigating against this accommodation risk as best we can.

Minute ETB 08-05-2023

No.8 Buildings Report

The Director of OSD gave an executive summary of the report as provided, noting the core highlights of the report and high-level projects. The Board were updated that the DE have now approved the Greystones Community College and the Kilbride Campus projects to proceed this year. The Executive have been informed the new build update for Gaelcholáiste Mhaigh Nuad refurbishment is imminent.

It was confirmed works on a refurbishment in a building belonging to the Department of Defence beside the school has begun for the Curragh Community College which will be a positive addition to the school. It was noted that when Phase 1 of the new build is complete it will accommodate 300 pupils and the Phase 2 will then commence to accommodate the remainder to reach a 1,000 pupil school. The timeline for the modular accommodation for Blessington Community College is awaited from the DE following the revision of decision to refurbish existing prefabs. Presently the DE plan for these to be in situ for September although the Executive acknowledge the school community's anxiety around September accommodation. The Executive are engaging regularly with the DE on same.

A discussion was held on whether mechanical ventilation was included in new temporary and permanent accommodations for future proofing. All new builds follow all building regulations but naturally ventilated settings, which most schools are, cannot use HEPA filtration systems and it is not believed this is within current regulations as required.

The Design Team for the BIFE refurbishment of the roof and repair of the perimeter fence is on site, the procurement process will follow the site evaluation meaning this could be months down the line. A full review of all Further Education locations is underway with SOLAS also visiting and planning for the longer-term solution is the focus now. The priority is to ensure all services area accommodated. The



former Coláiste Raithín site is a devolved capital project which is taking longer than originally envisioned.

Minute ETB 09-05-2023
No. 9 Finance Report

The Finance report outlined the ETB is in line with expectations for this point of the year.

Minute ETB 10-05-2023
No. 10 Correspondence for the Board

No correspondence was received for today's meeting.

Minute ETB 11-05-2023
No. 11 Members Business/Questions

11.1 Gaelcholáiste Mhaigh Nuad update

Current co-locations concern and risks were noted in relation to health and safety and shortened class times. Members expressed concern that the school numbers are decreasing and a clear school plan is not available. The Executive confirmed they are assessing alternative options, assessing the routes between locations and plans for campus safety to minimise movement of students, although acknowledge that there will be a co-location for the school for a period of time ahead. Base classes for students could be an option. It was noted that the school numbers are accommodated in their current location other than their practical subjects for which they move to the old Maynooth campus for. Alternative plans to move further onto this old campus are not envisioned as this would disrupt future plans for the campus. These long-term plans are waited from the DE and the Executive acknowledged that a timeframe would assist at local level in managing the interim arrangements. A campus management plan for the pending new campus is in draft stage and consultations with all stakeholders including Stepping Stones are underway. A new school build here is preferable to refurbishment works. The Executive hope to receive and further communicate an update on the DE decision very soon.

Minute ETB 12-05-2023
No. 12 Date of next meeting

Date of next meeting;

Tuesday 04th July at 10.30a.m., a fully online meeting.

Signed: 

Date: 1d57/2023

Cllr. Daragh Fitzpatrick
Chairperson of Kildare and Wicklow ETB