



**KWETB Board Meeting**  
**Minutes of the Board of KWETB held on Tuesday 22<sup>nd</sup> March 2022 at 10.30a.m.**  
**Online Meeting through MS Teams.**

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

**Introduction**

Once the required quorum was confirmed, the Chair welcomed all members.



Minute ETB 01-03-2022

No. 1 Conflicts of Interest/Disclosure of Interests

Board members declared no conflicts of interest.

Minute ETB 02-03-2022

No. 2 Apologies, Sympathies & Congratulations

Apologies were received from Cllr Patsy Glennon.

A vote of sympathy for a former teacher of Athy VEC, Mrs Terri Doyle, was noted. The Board and Executive agreed to write to her family.

Minute ETB 03-03-2022

No. 3 Adopting the Minutes of previous meetings

3.1 Minutes of Board meeting 22<sup>nd</sup> February 2022

3.2. Minutes of In Camera session 22<sup>nd</sup> February 2022

Both sets of minutes were taken together for adoption.

Proposed: Cllr. Peter Hamilton

Seconded: Mr David O’Gorman

Minute ETB 04-03-2022

No. 4 Matters Arising from the Minutes

No matters were arising from the minutes of the previous meeting.

Minute ETB 05-03-2022

No. 5 Chief Executive update

The CE welcomed the Board and emphasised the importance of the meeting with regard to the approval of KWETB’s draft financial statements (AFS) for the 2021 period.

She acknowledged the work of the Finance committee, the ARC and the finance team in the relation of the 2021 Draft Financial Statements (and associated documents) for the purpose of submitting for audit. Considerable work and preparation goes into this.

She noted that the 2020 Audited Financial Statements have now been laid in front of the House of the Oireachtas and they are now available on our website and as such we are fulfilling our requirement to make them public.

The CE informed the Board that the handover of NCC took place on February 19th and that the school have now taken full occupancy now. It was noted that it was a fantastic school with state of the art facilities to include plenty of surrounding green space and play areas. The CE thanked the whole school community for their support and patience, in particular the parent,



BOM, students and teachers. The move to the new schools has also facilitated the expansion of Naas CNS with the occupancy of the whole school building and some additional accommodation on the Craddockstown site. This will enable Naas CNS to meet the SEN need in the area.

The CE then handed over to the Director of Schools and the Director of FET to give an update on the current situation and responses with regard to the incoming Ukrainian refugees. KWETB is actively working with all school principals to address matters of concern as they arise. A small number of schools have welcomed learners to date with the expectation of many more over the coming weeks and months.

Where schools are oversubscribed, they must adhere to the Admissions Policy of the school, offering support in identifying schools with capacity or sharing contact details for the EWO in the area. Where capacity exists, places can be offered without delay.

Some schools (GCNS, NCNS) currently have capacity to offer additional accommodation and have informed the DOE in this regard.

Post-primary schools can apply for EAL (English as an Additional Language) training and support from the PDST, and several English language-based resources have been shared with all schools.

Many governmental departments are working on a coordinated response to this crisis, ETBI are representing the ETB sector in these discussions, and we look forward to welcoming and supporting learners of all ages as they arrive in Ireland.

In FET, we are working with the response groups chaired by the Kildare and Wicklow CCs. These groups are taking a collaborative approach to the response and needs of Ukrainian people coming into the counties.

The ETB's FET services are specifically looking at guidance, ESOL and language training initially. We expect that competent English speakers will access courses (full and part time) and we have places available and will adjust the programmes for staggered starting if required. FET facilities will be available for learning (for Ukrainians by Ukrainians) on request and in anticipation of community need where English remains a barrier to mainstream classes

The Board welcomed this information provided and discussion ensued on admissions policies flexibility in such circumstances, the need for English speaking learning and teaching resources and additional psychological supports required from NEPS and any other available sources.

The CE confirmed the Executive and Schools have begun looking at admissions policies and if required, these may need to be brought back to the Board for approval of amendments. The Executive are working closely with the Schools to provide appropriate responses to the demand of the incoming Ukrainian students but also to balance the local admissions as well.

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| Minute ETB 06-03-2022 |
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| 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. Discussion of Draft Annual Financial Statements (AFS) 2021 and Draft Statement of Internal Control (SIC)

The Chairperson of the Finance Committee, Mr Noel Merrick, addressed the Board giving commentary to the committee's annual report and presentation of the draft AFS and draft SIC received. He reminded the Board these will remain draft until accepted by the Comptroller and Audit General (C&AG). The Committee reviewed the annual report of the Audit and Risk Committee (ARC) and the effectiveness of the internal control was noted by the Committee. Mr Merrick confirmed engagement with the ARC Chairperson in relation to same. The Committee also found confidence of internal control on receipt of the CE assurances as provided to the Board today. He noted the non-compliant procurement figure in the AFS, acknowledging this was the aggregate figure for the organisation as a whole, accounting for a small portion of the overall spend which was reduced from previous years and efforts continue to lower this figure year on year. Reference was given to an item in the draft SIC which the committee found was not financially significant. Mr Merrick confirmed the FC recommend approval of the draft AFS and draft SIC subject to audit. Cllr Peter Hamilton as member of the FC also supported the report of the FC Chairperson, noting reasons for the aggregate figure of non-compliance and the ETB are at a satisfactory figure for same in the context of the size of the organisation.

The ARC was represented by member Cllr Kevin Duffy confirming the ARC reviewed the draft SIC and supporting documentation provided to complete this review in full. He welcomed the matured process of managing this review of internal control and noted the innovation of the ETB in facilitating this process for the ARC. He noted any significant items in the draft SIC to the Board for acknowledgement. Cllr Duffy confirmed the committee met with the C&AG, the IAU-ETB (Internal Audit Unit of ETBs) noting the positive engagement and relationship established. He noted the IAU's challenge of resourcing and the need to increase same so as audits are effectively carried out and finalised within a 12 month period. He informed the Board the ARC were operating well, with a broad range of skills and expertise, giving thanks to the Chairperson of the Committee, Mr Paul McEvoy and the KWETB Governance and Compliance Officer, Dr Aine Murphy, for her support in achieving the Committee's role and outcomes. He confirmed the Committee approve the draft SIC brought forward today.

Clarification on the Risk Appetite Statement as mentioned in Cllr Duffy's commentary was provided to the Board, noting it is an additional element of the risk management framework, of which the Board have live access to the risk register and receive a report on risk management at each meeting.

Following report from both committees the Executive provided details in relation to an item in the draft SIC which the FC Chair had brought attention to. The Executive confirmed to the Board the minor level, no financial impact or gain occurred in relation to same and that following this controls have been implemented to ensure such a situation cannot happen again in future.

The Board received clarification on unspent monies recorded on the draft AFS, noting the AFS are completed on the past financial year, Jan – Dec 2021, but many grants provided by the DoE are based on the academic year running September – June, confirming monies remaining will be spent in 2022. A note was given on Covid related grants that the first tranche for 2022 has been received but no confirmation as yet whether any further funding will be provided. The Ancillary grants were confirmed as based on enrolment numbers and capitation basis of schools.



The Board then received the verbal assurances from the CE in relation to the SIC effectiveness. The CE confirmed the contents of the letter of representation as prepared for submission to the C&AG with the draft AFS, noting these are given in good faith and compliance with the DoE and ETB statutory requirements. She noted the SIC is self-declared and the ETB are operating under full disclosure.

#### 6.2.b. Approval of Draft Annual Financial Statements (AFS) 2021 and Draft Statement of Internal Control (SIC)

The draft AFS and draft SIC were approved by the Board as proposed by Cllr Peter Hamilton and seconded by Mr David O’Gorman.

#### 6.2.c. Lease: Sunbeam House Bray

The Director of FET addressed the Board relaying the intention to request a change to the end date of the current lease for Sunbeam house, Bray, to accommodate YouthReach services while the facilities in Florance road, Bray are under development. The lease is scheduled to terminate in Dec 2022, and with Board approval the Executive will request a change to the termination date of September 2023, subject to no changes to the current terms and conditions of the lease. This need has occurred due to Covid, resulting in a delay in processing the required information for Decision Gate 2 and a possible future delay in tendering and contractor approvals.

Proposed: Cllr Tom Fortune

Seconded: Cllr Kevin Duffy

#### 6.2.d. Lease: ETBI Piper's Hill

The Director of OSD outlined the discussion of this lease at the January meeting, giving update on the ETBI’s Board and Audit and Risk Committee response to KWETB’s request to lift the barrier. The Chairperson also confirmed this was raised at the ETBI Reserve Members Forum to no avail. The ETBI rejected the request.

The Director of OSD noted that the risk of not being in a lease sits with KWETB. The Board discussed the risk of having no lease in place and that raising the barrier would not solve the traffic issues.

Cllr Kevin Duffy proposed signing this lease, this was seconded by Mr David O’Gorman.

One member did not support the sign off of this lease. The Chairperson took this to a vote. Following a majority vote in favour and one vote not in favour, the vote of favour was passed to approval the lease as proposed and seconded.

#### 6.2.e. Greystones Community College KWETB Nominee

#### 6.2.f. Casual Vacancy on Board

The Chair notified the Board of resignation received from Member Noel Magee and thanked him for his contribution, time and commitment to the Board.

A discussion was held in relation to the casual vacancy, with the Board receiving clarity that a nominee is required from the nominating bodies representative of Business, Industry and Employers and the nominee must be male for balance as per departmental guidelines. Diversity of the nominees was raised with a suggestion to request within the bios provided an account of lived or professional experience of diversity and to remind the businesses of the role of the Board on request of nominees. It was agreed



the list of representative bodies would be circulated to the Board. The Executive will clarify the status of previous nominations received under this category.

The Chairperson of the Nominations Committee took the above two agenda items and the update 6.3 together. The CE clarified regarding the Board of Management members the Board members can suggest persons to the Nominations Committee as vacancies arise.

A nominee was put forward for Greystones Community College BoM and the Board agreed unless a member of the Board volunteers to take up this role the below named will be confirmed as nominated to this BoM.

Nominee: Susan Ngereso Mc Darby

Proposed: Cllr Lourda Scott

Seconded: Ms Alice O'Donnell

Piper's Hill BoM ETB Nominee

Nominee: Cllr. Colm Kenny

Proposed: Cllr. Peter Hamilton

Seconded: Cllr. Íde Cussen

As per a vacancy on the Coláiste Croabh Abhainn BoM the Board were requested to send any suggestions to the Nominations Committee.

### 6.3 Noting

#### 6.3.a. Update from Nominations Committee

(i) Finance Committee Vacancy

(ii) ETB Nominee for BoM Piper's Hill College

The Chairperson of the Nominations Committee received agreement from the Board to seek reference checks and an interview for the candidate for the Finance Committee vacancy.

#### 6.3.b. KWETB Boards of Management Minutes

Noted.

The Chair raised an item under Member's Business at this point of the meeting as he required to leave the meeting early. This is recorded under minute no.10. The Vice Chair, Cllr Tom Fortune chaired the meeting moving forward following item 10, coming back to cover items 7, 8, 9.

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| Minute ETB 07-03-2022 |
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| No. 7 Risk Management |
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The Director of OSD spoke to the risk management report provided to the Board, noting changes to risk ratings and the heat map.

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| Minute ETB 08-03-2022 |
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| No.8 Buildings Report |
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The Director of OSD gave an executive summary of the report as provided, giving a summary of the temporary accommodations status, noting status of a number of the high level projects in progress currently and that as seen in the report there is a sizeable amount of work happening in the buildings section.

A discussion in relation to the Curragh Post Primary temporary accommodation ensued with confirmation that whilst the school awaits temporary accommodation for 2023 at the Magee Barracks, to accommodate number for September 2022, the Curragh Post Primary shall go to their maximum intake of students and St Conleth's Community College have been requested to provide an extra class with upgrades to premises as needed to meet the needs for the school term of 2022/2023.

The Board and Executive discussed the long term building plans for the old Maynooth Post Primary premises noting the architect engaged to complete the options study for the site for relocation of Gaelcholáiste Mhaigh Nuad concluded a new build or part new build would be more cost effective and the Executive supported this as the preferred option. This is now with the DoE for decision. It was confirmed the options study accounted for the community hall and access to community as agreed. The CE noted to follow up on current community access which was noted as limited due to building equipment.

It was confirmed the Colaiste Lorcaín SEN based classroom approved would not be available for September 2022 and aimed for September 2023 availability.

BIFE roof works were discussed with the Director of FET confirming management, the buildings section, procurement section and the Principal are liaising and pressing for the report from the engineering service currently which the progress is reliant upon. The new development plan to SOLAS which also includes the BIFE redevelopment proposals is due for submission next month.

It was noted that Avondale Community College are currently getting 2 temporary accommodation units installed and a further 2 more have been approved but the latter 2 will most likely not be installed until September this year.

In relation to Greystones Community College the CE confirmed the acquisition of the permanent site is with the DoE as they are the client for this project. It is understood once planning permission is received the site will then be purchased by the DoE. KWETB is not a client for this project.

The Board complimented the robust building report and buildings team on its preparation.

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| Minute ETB 09-03-2022 |
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| No. 9 Correspondence for the Board |
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No Correspondence for the Board's attention for this meeting.

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| Minute ETB 10-03-2022 |
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| No. 10 Members Business/Questions |
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No members questions were received for today's agenda.

As noted earlier in the minutes the Chair, Cllr Fitzpatrick, brought agenda item regarding emails relating to legacy issues from an external source which were received to the Chair and Vice Chair to which they were seeking discussion and resolution for response from the Board on. The correspondence was noted to the Board and a discussion ensued with Board agreement that a response shall be provided. The Board were in agreement that the items raised in the correspondence were legacy issues, had been sufficiently dealt with and they wish to focus on forward looking work of the Board and ETB.



Cllr Hamilton raised the issue of protection for anonymity of a Designated Liaison Person. The CE confirmed that we have received no correspondence in that regard and currently no legislation protections exist.

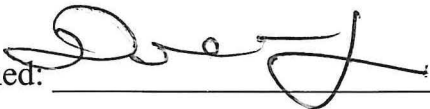
Credit cards for community national schools was queried with Director of Schools confirming all schools have access to the KWETB card.

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| Minute ETB 11-03-2022       |
| No. 11 Date of next meeting |

Date of next meeting

Tuesday 24<sup>th</sup> May 2022

The Chair, Cllr Fortune, note the above and informed the Board he would circulate the report received in relation to the Board Effectiveness review and a doodle poll to arrange a meeting regarding same would be issued shortly.

Signed:  \_\_\_\_\_

Cllr. Daragh Fitzpatrick

Chairperson of Kildare and Wicklow ETB

Date: 13/06/2022