



**KWETB Board Meeting**  
**Minutes of the Board of KWETB held on Tuesday 23<sup>rd</sup> November at 10.30a.m.**  
**Online Meeting through MS Teams.**

- Present: Cllr. Daragh Fitzpatrick in the Chair, Cllr. Tom Fortune Vice Chairperson, Cllr. Angela Feeney, Cllr. Peter Hamilton, Mr. Stephen Horan, Mr. Noel Merrick, Ms. Deirdre O'Donovan, Mr. David O'Gorman, Cllr. Lourda Scott, Cllr. Anne Ferris, Ms. Siobhain Grogan, Cllr. Evie Sammon, Cllr. Patsy Glennon, Cllr. Íde Cussen, Cllr. Bernard Caldwell
- 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: Mr. Noel Magee, Cllr. Paul O'Brien, Cllr. Kevin Duffy, Ms. Alice O'Donnell.
- Absent: Ms. Aoife Ní Chéilleachair, Ms. Caoimhe Molloy.

Cllr. Daragh Fitzpatrick's gave apologies early and, in his absence, Cllr. Tom Fortune Vice Chairperson resided as Chairperson for the remainder of the meeting.

**Introduction**

Once the required quorum was confirmed, the Chair welcomed all members and gave apologies that he may be required to leave the meeting early and would hand over to Cllr Fortune to act as Chairperson.



Minute ETB 01-11-21

No. 1 Conflicts of Interest/Disclosure of Interests

Board members declared no conflicts of interest.

Minute ETB 02-11-21

No. 2 Apologies, Sympathies & Congratulations

Apologies were received from members Mr. Noel Magee, Cllr. Paul O'Brien, Cllr. Kevin Duffy and Ms. Alice O'Donnell.

A vote of sympathy was received for Mr Séamas Ó Cualáin DCG, Technology and Engineering former long serving teacher of Coláiste Raithín, he finished after long service as teacher and Chair of the Board in August 2021. The Chairperson spoke to knowing him personally and requested the Board would write to his Mr Ó Cualáin's family to express their condolences. This was echoed by Cllr Ferris and agreed by the Board. A silence was held in his honour.

Minute ETB 03-11-21

No. 3 Adopting the Minutes of previous meetings

3.1 Minutes of Board meeting 28<sup>th</sup> September 2021.

The Chair thanked Cllr Fortune, Vice Chairperson for standing in at the September meeting as acting Chair.

Proposed: Cllr. Angela Feeney  
Seconded: Mr David O'Gorman

Minute ETB 04-11-2021

No. 4 Matters Arising from the Minutes

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

Minute ETB 05-11-2021

No. 5 Chief Executive's Business

The CE noted to the Board that there was a return to predominantly remote working for office staff with well adapted and sophisticated processes in situ. The schools and further education and training centres are operating with set protocols in place and were appreciative of the Board's letter of thanks received. The current public health situation has added additional pressure to management across our services. This current wave is proving to be the most challenging.

The ESBS Shared services payroll went live last week for Kildare and Wicklow ETB and the CE acknowledged the work and hours the HR and Payroll teams and all involved put in to



achieve this, including extra hours and migration of data for over 2600 employees. The CE gave a big thanks and acknowledgement to all staff involved.

The School setting is challenging with the current climate but the CE noted the “Innovation in Teaching, Learning and Assessment Programme” saw 8 schools participate last year whereas this year 17 schools came on board to support and enhance teaching and learning services. FET faces challenges but continue to show innovation. Through the KWETB and Talbot Hotel group partnership, 12 chefs have completed their 12 week training accomplishing a qualification through City and Guild which guarantees them 2 years of employment in the industry. Another exciting initiative is the 50 Shades Greener programme which ran as online conference to schools and over 2000 students looking at areas of sustainability in hospitality. The CE noted the number of ongoing audits including Comptroller & Audit General (C&AG) 2020 accounts audit, Internal Audit Unit (IAU) for schools meals and youth grant audits following areas of identification by KWETB’s Audit and Risk Committee. A final report is awaited from the DEIS audit.

The CE noted an expression of interest form has been uploaded to the Board’s site should they wish to express an interest in being contacted for positions on community schools board of management or interview panels. Although it is an executive function the CE noted members could represent KWETB in this instance on executive nomination.

The Board wished luck and success in the coming months of remote working and school and FET challenges. An update was queried regarding special class provision mentioned at a previous meeting. The CE confirmed the Patrons framework will be rolled out soon which shall examine the 4 core pillars of ETB schools. They include 1.) Excellence in teaching and learning, 2.) Equality 3.) Care 4.) Multidenominational. There shall be a report on implementation and if there is anything to note on this it will be brought back to the Board.

Minute ETB 06-11-2021
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No. 6 Matters for approval, noting or adoption
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The Chair needed to pardon himself from the meeting, Cllr Fortune vice Chairperson was appointed acting Chair.

### 6.1. Adoption

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

### 6.2 Approval

#### 6.2.a. Overdraft facility

The CE confirmed upon Board approval, the executive wrote to the Minister to request the use of an overdraft facility should it be required The Minister sanctioned this and the executive now seek approval for seek the overdraft facility necessary throughout the year.

Proposed by: Cllr. Bernard Caldwell

Seconded: Cllr. Patsy Glennon



### 6.2.b Appointment to School Board of Management, Gaelcholáiste Mháigh Nuad

A replacement parent nominee was notified by the school.

Maria Ní Dhúill

Proposed: Ms Deirdre O'Donovan

Seconded: Cllr Íde Cussen

### 6.3. Noting

#### 6.3.a. KWETB Finance Committee Report

Mr Noel Merrick, Chairperson of the Finance Committee gave an overview of the report to the Board. He thanked Cllr Peter Hamilton for standing in as Chair at their last meeting in his place as he had to excuse himself early. He noted the Service Plan review was in line with expectations and the Committee reviewed the contracts over 25,000. Mr Merrick noted there is a vacancy on the committee which needs to be filled if the Nominations committee would reconvene to arrange for this. Nominations can be accepted from both the Executive and the Board.

Ms Deirdre O'Donovan noted and confirmed the Nominations Committee had already met regarding the Finance Committee vacancy almost a year ago and had concluded that an advertisement should be run to fill this vacancy. The CE confirmed the Finance Committee are still operating in line in regards to the number of members and the Executive will prepare an advertisement for same.

#### 6.3.b. KWETB Audit and Risk Committee report

As a member of the ARC, Cllr. Angela Feeney gave the Board an update on the ARC's latest meeting echoing the Chief executive's notes of the good news regarding the ESBS payroll project. Mention was given to the ongoing audits and the upcoming ESF (European Social Fund) verification audit. The risk management report was noted by the committee and Cllr Feeney informed the Board a draft risk appetite statement was brought for discussion and feedback to the committee. There is hope risk appetite statements will be collaborated on at national level and it shall be a lens for decision making.

Cllr Feeney noted the positive outcome of the annual performance delivery agreement review with the DoE and praised the established relationships within the committees, executive and Board. The Committee's extensive work programme for next year was noted and acknowledgement given to the significant work on audit recommendations.

#### 6.3.c. Nominations Committee

- a) ETB Nominee for BoM Piper's Hill College
- b) Finance Committee replacement member

The CE asked if any member of the Board were interested in sitting upon the Board of Management for Piper's Hill College. It was agreed the Nominations Committee would meet to look to bring a nominee back to the Board for approval. The vacancy on the Finance Committee was already covered within item 6.3.a.



#### 6.3.d. Patron Partner Nominees - Coláiste Chill Mhaintáin

The Patron Archdiocese of Dublin provided nominee Ms Noreen de Hora for Coláiste Chill Mhaintáin Board of Management. Noted by the Board

#### 6.3.e. Curragh Post Primary School Community Representative

The Department of Defence nominated representative. Comdt. Lisa McMahon as a community representative to the Board of Management of Curragh Post Primary School.

Member Mr Stephen Horan acknowledge it was wonderful to see a former student of both the post primary school and of FET come to represent on a Board for the ETB and its positive reflection of her progression through the education services of the ETB.

As noted by member Ms Deirdre O'Donovan, the BoM community representatives should be for approval by the Board.

#### 6.3.f. HR Circular letters

Noted.

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

Noted.

Minute ETB 07-11-2021
No. 7 Risk Management

The Director of OSD spoke briefly to the risk report provided to the Board noting some further mitigating actions to risks identified. He gave thanks to the ARC for their insights to all areas throughout the year.

A request was input to share the agenda on screen for future meetings.

Minute ETB 08-11-2021
No.8 Buildings Report

The Director of OSD gave an overview of the high priority projects at present including the temporary accommodation projects for Blessington Community College, Athy Community College, Colaiste Croabh Abhainn, St Kevin's Community College, Greystones Community College and Coláiste Bhríde. There has been a considerable amount of work around the Naas Community College project to bring to completion for December 17<sup>th</sup>.

The Director of Schools informed the Board the Gaelcholáiste Mhaigh Nuad were currently using the Maynooth Community College's woodwork and science rooms and were transported by bus to site. The challenges to this short-term solution were acknowledged. The CE confirmed the executive had met with the DoE emphasising the need for a permanent plan for Gaelcholáiste Mhaigh Nuad and requested a statement from them for parents and the community. This is awaited and will be forwarded to the Board and relevant local stakeholders



once received. This is eagerly awaited by the Board as admissions for the school are closing this week and a concern for the schools attractiveness was shared.

A request for an overview report of the current temporary accommodations and a forward view to 2022 planning for accommodations for the January meeting was received and accepted by the executive.

The CE confirmed a submission regarding the College of the Future for BIFE was submitted and the executive have a meeting with DFHERIS regarding same before year end. This is a longer-term plan for an integrated college. The redevelopment of the BIFE premises is contained in phase one of the submission. A progress report and overview of the plan will be brought to the January meeting.

An update on the start date of works at Athy College was not available today but the progression of this project was acknowledged. The Director of OSD confirmed to provide an update on this projected date and on Athy FETC disability toilets project.

The CE confirmed the Wicklow County Council have been engaged in relation to a site opposite St Kevin's Community College and welcomed support from local representatives of the area. Cllr Patsy Glennon thanked the executive for their assistance at Blessington Community College recently and noted the safety concern with the school entrance which both cars and pedestrians use requires address.

The tender process for Avondale Community College was confirmed as concluded and a decision on the appointment is expected in the next week. It was acknowledged the tender process is time consuming but the objective is to secure the best value for money.

The Director of OSD confirmed the engagement of services from project management firm Rogerson Redden was proving effective and efficient and the executive are considering onboarding more projects or areas with them. It is expected their services will be continually engaged and we are also learning from this collaboration. The DoE provide budget support for this service. The ETBI are carrying out a review of this process of managing capital projects in the coming weeks.

The continued safety concerns of the Piper's Hill traffic were discussed and there was no update to offer, although a positive meeting of the stakeholders regarding the wider plan was noted. There is continued engagement for a long-term solution and the CE has again approached the ETBI regarding use of their car park facility. The three onsite principals have been engaged for feedback and in planning for further safety measures to be implemented. As the tender competition was not responded to a review of the tender is taking place to analyse why it may not have been an attractive tender for companies to submit. The preferred route is a definitive action plan to enhance to safety of the campus.

Minute ETB 09-11-2021
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No. 9 Finance Report
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The Director of OSD outlined the provided report noting a substantial work load around the audits and ESBS shared services project and commended the team for their hard work. It was confirmed that training for staff on the shared services new systems and processes has begun and training and information resources have been shared on the staff intranet along with regular communications to staff keeping them updated on this project in recent months.



Minute ETB 10-11-2021
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No. 10 Correspondence for the Board
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No Correspondence for the Board's attention for this meeting.

Minute ETB 11-11-2021
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No. 11 Members Business/Questions
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### 11.1. Update on Appointment of Consultant for Board evaluation

Cllr. Tom Fortune informed the Board the external consultant had completed the interviews with Board members and Executive and is in the process of creating a draft report. Once this is received in the coming weeks it will be brought first to the working group and then to the Chair for viewing. The final report is expected to be received for the January meeting. Following discussion it was suggested that a special meeting was called to discuss the report and the Board agreed to decide closer to the time.

The Chair, Cllr Fitzpatrick who had re-joined the meeting, gave special thanks to Cllr. Fortune for his role as liaison with the consultant and his efforts input to the working group.

Cllr. Fitzpatrick excused himself from the meeting and requested vice Chair Cllr Fortune to continue and close the meeting.

### 11.2 Psychological Support Service (PSS) - Cllr. Lourda Scott

Cllr Lourda Scott spoke to this item noting at a BOM meeting the suggestion was raised as to whether KWETB could offer a similar service to the PSS service DDLETB offer in providing short term support to students at post primary level.

The Director of Schools acknowledged that this would be a great additional resource for our schools. Currently, all KWETB have access to the National Educational Psychological Service (NEPS) and draw down supports in line with the number of learners enrolled in schools and the complexity of needs within schools. Additional to this, KWETB utilises a full-time employee who carries out Educational Assessments and supports schools with applications for additional support. The DDLETB PSS has been in place within DDLETB since its inception and is funded through Schools and FET. The PSS replaces the role of NEPS across DDELTB and is not an additional support. KWETB plans to explore in greater detail if it were to add value it would be considered, although acknowledging satisfaction with the service provided by NEPS currently. Upon request it was agreed by the Executive to provide an overview of the NEPS service to members.

Cllr Peter Hamilton raised conversation around a Maynooth Education Governing Body to encompass the educational services including non-ETB services within the campus; the gaelscoil and primary school. It was agreed he would write in further detail about same to the CE.

Cllr Íde Cussen noted to the Board and Executive to please draw attention to schools and centres to International Day for Persons with Disabilities on Friday 3<sup>rd</sup> December 2021 and the



BORD OIDEACHAIS AGUS OILIÚNA  
**CHILL DARAGH AGUS CHILL MHANTÁIN**

**KILDARE AND WICKLOW**  
EDUCATION AND TRAINING BOARD

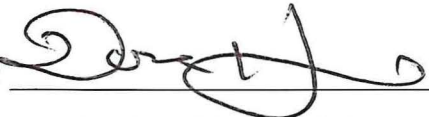
designated flags flown on this day. The CE welcomed suggestion to include KWETB on correspondence issued from Kildare County Council in regards to highlighting disability awareness.

Minute ETB 12-11-2021
No. 12 Date of next meeting

12) Date of next meeting  
Tuesday 25<sup>th</sup> January 2022

A report from the Board survey issued following the previous meeting regarding the meeting settings for 2022 was provided and noted by the Board as a majority to stay online for meetings for the next few meetings and review again in 4 months time, March 2022.

The acting Chair, Cllr Fortune thanked the Board for their patience, positive development, hard work and dedication to KWETB and noted the productive meetings throughout the year. He wished everyone well and a Happy Christmas to come.

Signed: 

Cllr. Daragh Fitzpatrick

Chairperson of Kildare and Wicklow ETB

Date: 16/02/2022