



**KWETB Board Meeting**  
**Minutes of the Board of KWETB held on Tuesday 25<sup>th</sup> January 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. Lourda Scott, Cllr. Anne Ferris, Ms. Siobhain Grogan, Cllr. Evie Sammon, Cllr. Patsy Glennon, Cllr. Íde Cussen, Cllr. Bernard Caldwell, Mr. Noel Magee, Cllr. Paul O'Brien, Cllr. Kevin Duffy, Ms. Alice O'Donnell, Cllr. Nuala Killeen.
- 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
- Absent:** Ms. Aoife Ní Chéileachair, Ms. Caoimhe Molloy.

### **Introduction**

Once the required quorum was confirmed, the Chair welcomed all members and executive to the first meeting of 2022. The Chair noted to the Board Cllr. Angela Feeney's resignation was received and as per Kildare County Council party agreement Cllr. Nuala Killeen was to replace Cllr. Feeney on the Board of KWTEB. The Chair welcomed new member, Cllr. Nuala Killeen to the Board and gave Cllr Killeen an opportunity to introduce herself to the Board.



Minute ETB 01-01-2022
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No. 1 Conflicts of Interest/Disclosure of Interests
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Board members declared no conflicts of interest.

Minute ETB 02-01-2022
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No. 2 Apologies, Sympathies & Congratulations
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The Chair noted the below sympathies and opened a minute silence for all.

Lorraine Bolger, wife of Séamas Ó Cualáin DCG, Technology and Engineering teacher of Colaiste Raithín.

Maria O'Carroll, Maria was the principal of De La Salle in Wicklow when our school Abbey CC amalgamated with it to become Colaiste Chill Mhantáin. She played a key role in the whole process and was much respected. She had retired in recent years from KWETB.

John Doyle, former Principal of Athy Community College. John was Principal in Athy for many years having joined Kildare VEC in October 1964. He resigned the Principal post in July 1993 and continued in the school in a teaching post until his retirement in November 2000.

Margaret (Maggie) Condren, was an art teacher of Colaiste Chill Mhantáin in Wicklow.

Ashling Murphy, primary school teacher of Tullamore.

Minute ETB 03-01-2022
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No. 3 Adopting the Minutes of previous meetings
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3.1 Minutes of Board meeting 23<sup>rd</sup> November 2021.

Proposed: Cllr. Íde Cussen

Seconded: Cllr. Bernard Caldwell

Minute ETB 04-01-2022
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No. 4 Matters Arising from the Minutes
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No matters were arising from the minutes of the previous meeting.

Minute ETB 05-01-2022
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No. 5 Chief Executive's Business
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The CE noted to the Board the accounts for 2020 were submitted and signed off by the Comptroller and Audit General on 23<sup>rd</sup> December 2021. She also noted that the letter of



engagement for 2021 has been received. Kildare and Wicklow ETB are on time with our statutory reporting requirements.

The focus at this current time is the provision of additional accommodation for our schools with an emphasis on the inclusion of students with additional needs.

The CE then updated the Board on FET's quality assurance work and the SOLAS funding application process. The new website was launched last week developed from user, learner and public perspective. The website has been developed in line with the new branding format of Kildare and Wicklow ETB. The CE acknowledged and thanked the team involved in this project.

Addressing a previous query raised by member Alice O'Donnell, 'To ask that KWETB refer to autism specific classes as AS classes or Autism classes and refrain from using ASD (Autistic spectrum disorder) in an effort to encourage a more positive attitude towards autism and toward our autistic pupils', the CE noted the Department of Education (DoE) have clear terminology and the Executive are mindful of following this language to avoid confusion. The CE and the Director of Schools agreed that at local level schools can refer to terminology as they please, although the Executive are bound by these official terms. It was noted that the CE and Director of Schools recently held an in person meeting with Principals noting the extensive knowledge and experience in the area of additional needs learning provision. Member Alice O'Donnell was invited to speak on the topic. She noted the NCSE also use the term 'ASD' (Autism Spectrum Disorder) but in action would like to encourage use of a more understanding term. Her recommendation was in relation to removing the term disorder. Ms O'Donnell requested the members be aware of the use of terminology within their Boards of Management roles. There was much agreement and support from the Board on Ms O'Donnell's points raised. A discussion around the provision of additional accommodations ensued whereby the Board voiced their concerns over classes for additional needs being granted by the Department without the accommodations in place or confirmed delivery for September 2022. It was noted that Blessington Community College and Colaiste Lorcáin have applications for such accommodations in with the DoE awaiting approval. The most realist timeframe is 12 months for additional accommodation applications and consequential completion. Continued pressure on the DoE to provide for September 2022 provision of these accommodations was advised. It was agreed the CE would write to the DoE with these comments and suggestions from the Board regarding adapting the terminology around autism spectrum. The CE also suggested this would be discussed at a Principal's meeting. The CE also highlighted that the ethos of the ETB covers inclusivity and the appointed Ethos Coordinator in each school will assist in bringing about this awareness throughout schools and BoMs via training and engagement.

Minute ETB 06-01-2022
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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. Piper's Hill ETBI Lease Terms of Lease and Heads of Terms

The Director of OSD introduced the lease terms and informed the Board of the background and history of ETBI's move to this location. KWETB are rectifying the legacy agreement which had no lease by now negotiating a lease looking to satisfy all terms, including car parking spaces have been made available by the ETBI and ETBI will bear the cost of any capital building costs or changes to the property with prior approval sought from KWETB. Following a lengthy discussion around the carparking barrier at ETBI and disagreement by members to approve this lease today, the Board agreed to hold on approval for this item. They will await any outcome of the ETBI Audit and Risk Committee (ARC) review of the lease and the Executive will update the Board on same at the March meeting. The Executive noted to the Board that not being in a lease is a risk for the ETB and it is the preference of the Executive that this is not delayed any longer. It was also noted to the Board the removal of the barrier or access to the carpark brings insurance concerns from ETBI and it may not be a solution to the traffic issues as there are not many spaces available as ETBI already gave some over for the Gaelscoil and run events and conferences at this location which requires carparking spaces.

#### 6.2.b ETB Nominee for BoM member Colaiste Craobh Abhann

A replacement nominee is required as Cllr Lourda Scott resigned her position. Members of this BoM advocated for a local nominee to join. Member Noel Magee was suggested, with no confirmation to same this was noted to bring back to the Nominations Committee.

#### 6.2.c ETB Nominee for BoM member Gaelcholaiste Mhaigh Nuad

#### 6.2.d. ETB Nominee for BoM member Maynooth Post Primary School

A replacement nominee is required in place of Cllr. Feeney on both BoMs following her resignation as a Board member. The Chair proposed Cllr Nuala Killeen to replace Cllr. Feeney's positions on both BoMs of Gaelcholaiste Mhaigh Nuad and Maynooth Post Primary School. He also proposed Cllr Killeen take up the now vacated place on the ARC also. It was confirmed Cllr Killeen has Irish so as to participate in Gaelcholaiste Mhaigh Nuad's BoM business which takes place through Irish.

Proposed: Cllr. Daragh Fitzpatrick

Seconded: Cllr. Anne Ferris

And agreed.

### 6.3. Noting

#### 6.3.a. KWETB Audit and Risk Committee Report

As a member of the ARC, Cllr. Kevin Duffy gave the Board an update on the ARC's latest meeting noting pending audit reports, upcoming audits and engagement with the IAU at that meeting. Cllr. Duffy noted the ARC are commencing their annual review of the internal



controls which brings a busy two months ahead for the ARC and Executive. Thanks was expressed the Cllr. Angela Feeney for her time in joining the Committee.

6.3.b. Nominations Committee to meet for below items

- i) ETB Nominee for BoM Piper's Hill College
- ii) Finance Committee member replacement
- iii) ARC member replacement

The Chair of the Nominations committee, Cllr Paul O'Brien, addressed the Board giving an update on the Finance Committee vacancy advertised in papers and the KWETB website this week. The Nominations committee are to meet this week regarding confirming the ETB Nominee for BoM Piper's Hill College to bring to Board for approval and they will also include the ETB Nominee for BoM member Colaiste Craobh Abhann on their agenda. The ARC member replacement was dealt with in item 6.2.c.

6.3.c KWETB Boards of Management Minutes

Noted.

Minute ETB 07-01-2022
No. 7 Risk Management

The Director of OSD gave a high level summary of the risk report provided to the Board noting two risks which became issues which were managed by implementing additional actions. Regarding query in relation to FET remote learning the Director of OSD confirmed KWETB were taking a cautious approach across board with the new restrictions, with the Director of FET confirming following this guidance received only days ago, the status quo is remaining for the moment until guidance is offered from SOLAS, the Departments and partners (unions). There are concerns for safety and possible industrial issues. Coordinators are welcome to bring students back at their discretion but FET management are not rushing to make this happen yet. The sustained use of ventilation filters was queried and the Director of OSD confirmed KWETB are continuing to use as safety is paramount.

Minute ETB 08-01-2022
No.8 Buildings Report

The Director of OSD gave an overview of the high priority projects at present including the Naas Community College handover and status of Greystones Community College permanent site. The Director of OSD acknowledged the workload of the Buildings team and noted that of the 41 capital works projects ongoing presently, this does not capture the other issues that arise day to day which the Buildings team also manage. It was noted that the executive have been looking into sourcing third party assistance to mitigate against risks of under resourcing in the team.

It was confirmed the DoE have not yet purchased the permanent site of Greystones Community College as they are awaiting confirmation planning permission will be feasible on the proposed



site and the have indicated this will be a fast tracked project once begun. The CE confirmed the DoE believe that the approved school accommodations will satisfy the school places demand for 2022.

The Naas Community College handover delay was noted as a source of frustration and impactful on the school to which the CE confirmed the Principal was kept informed throughout and the delays were unavoidable as current standard delays relating to supply and materials. The Gaelcholáiste Mhaigh Nuad options study was confirmed to have been completed and submitted to the DoE in the past 2 weeks.

On update regarding the Curragh Post Primary School and possibility of moving to a new site for September 2022, the CE confirmed the DoE have visited the current location and an options study has been initiated to look at additional accommodation for September 2022. The DoE are engaging directly with a number of relevant schools in the locality regarding enrolments numbers to support this additionality.

The Executive requested to enhance the information sharing and availability for the Board during the meeting that any specific buildings project requests please be submitted in advance of the meeting.

Minute ETB 09-01-2022
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No. 9 Finance Report
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The Director of OSD outlined the provided report noting the update on shared services which came with some minor teething problems but no issues to note. Work shall shortly be started on the SUN financial management system which will be a significant piece of work. Ongoing and continually audits were noted as a strain on resources.

Minute ETB 10-01-2022
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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 11-01-2022
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No. 11 Members Business/Questions
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#### 11.1. Update on Appointment of Consultant for Board evaluation

The Chair and Cllr Tom Fortune informed the Board the report on the external evaluation is now completed and the Board must now decide when to meet to discuss. It was noted the February meeting to adopt the Service Plan would not be a suitable date to include on agenda as it is an important statutory function and the discussion around the report could not be limited to a time. The Board agreed this meeting should occur as soon as possible and the board administration would support in sending a Doodle Poll to decide the most suitable date and time for a meeting prior to February 22<sup>nd</sup> meeting.

#### 11.2 Overview of the NEPS service



As per request at the November 2021 meeting, the Director of Schools provided the Board with a presentation on the NEPS services offered and drawn upon by Kildare and Wicklow ETB schools.

### 11.3 Update of DFHERIS submission for College of the Future at BIFE

As per action item from the November 2021 meeting, the Director of FET provided an update on the progression of this submission regarding BIFE as a College of the Future. The Director of FET confirmed himself and the CE had met with the Minister of DFHERIS in December and were informed that since the submission the strategic development request process had been revised. Submissions are to be made and considered via a new SOLAS's managed process for allocating funding. Noting the immediacy of the needs for upgrade and renovations, the DFHERIS officials advised KWETB to submit emergency works application for the roof. This emergency works report for the application requires a tender process for the consultant to carry out the report. This tender process will be tomorrow and once the report is completed the application shall be submitted.

The CE offered further clarification that the initial submission for a College of the Future at BIFE was an informal submission as requested by the Minister last year. Since this, a new funding scheme has come into effect from SOLAS and we must resubmit an amended submission once we are in receipt of the parameters of the scheme. We are awaiting these and must now go forward within this process.

A clarification arose regarding the BoM nominee for Piper's Hill College that this should first come to the Board before the Nominations Committee and it was confirmed this was on the November agenda before the Board and no nominees were offered at that time.

Cllr Fortune noted correspondence received to the him and the Chair which he would appreciate the CE's support in dealing with, also noted previously on action items list. The CE informed the Board she was not aware or have had site of said correspondence to date. The Chair confirmed he and Cllr Fortune would look to dealing with same.

Minute ETB 12-01-2022

No. 12 Date of next meeting

12) Date of next meeting

Tuesday 22nd February 2022, limited agenda for Service Plan adoption.

The Chair thanked the Board and he looks forward to collaborating with them on the year ahead.

Signed:

Cllr. Daragh Fitzpatrick  
(Chairperson)

Date:

23/02/2022.