

KWETB Board Meeting
Minutes of the Board of KWETB held on Tuesday 28th April 2020 at 10.30a.m.
Online Meeting through MS Teams.

- Present:** Cllr. Daragh Fitzpatrick in the Chair, Cllr. Tom Fortune Vice-Chair, Cllr. Bernard Caldwell, Cllr. Íde Cussen, Cllr. Kevin Duffy, Cllr. Angela Feeney, Cllr. Anne Ferris, Cllr. Patsy Glennon, Cllr. Peter Hamilton, Mr. Stephen Horan, Mr. Noel Merrick, Cllr. Paul O'Brien, Ms. Deirdre O'Donovan, Mr. David O'Gorman, Cllr. Lourda Scott, Ms. Caoimhe Molloy, Ms. Alice O'Donnell, Cllr. Evie Sammon.
- In attendance:** Dr. Deirdre Keyes C.E., Mr. Joe Kelly Director of OSD, Mr. Ken Seery Director of FET, Dr. Rory O'Toole Director of Schools, Ms. Emer Roy KWETB, Dr. Áine Murphy, Ms. Orla Kealy KWETB, Ms. Áine O'Sullivan KWETB and Mr Richie Whelan KWETB attending for certain items of agenda
- Apologies:** Cllr. Paul O'Brien and Cllr. Anne Ferris gave apologies for their early departure at 12:30pm
Cllr. Lourda Scott and Cllr. Kevin Duffy gave apologies for their early departure at 12:50pm and 13:00pm.

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**Bord Oideachais agus Oiliúna
Chill Dara agus Chill Mhantáin**
An Dr Deirdre Nic Aodha
Príomhfheidhmeannach

**Kildare and Wicklow
Education and Training Board**
Dr. Deirdre Keyes
Chief Executive

Minute ETB 01-04-20

No. 1 Conflicts of Interest/Disclosure of Interests

No conflicts of interest were declared by Board members.

Minute ETB 02-04-20

Chairpersons Business

The Chairperson referred to a discussion at Kildare County Council re: KWETB and emphasised the importance of confidentiality from Board members.

After discussion it was concluded that where Board members had issues and concerns they wished to raise this should be done under an agenda item for discussion by the full Board.

Minute ETB 03-04-20

No. 2 Standing Orders

2.a: To Allow Remote Dial-in to Board Meetings in ordinary times.

The Board discussed concerns and clarified the purpose of this standing order.

Proposed: Ms. Alice O'Donnell

Seconded: Mr. Stephen Horan

And Agreed.

2.b: Amendment to allow for Board meetings to take place other than the first Tuesday of the month.

Proposed: Ms. Deirdre O'Donovan

Seconded: Mr. Noel Merrick

And Agreed.

The Board had a discussion around the attendance of public gallery of such online meetings under the circumstances of Covid-19. It is being looked into to find a secure system to facilitate. Privacy and confidentiality concerns were expressed by Board members and conclusion was drawn to investigate further prior to next meeting.

Minute ETB 04-04-20

No. 3 Apologies, Sympathies & Congratulations

Sympathies:

The Chairperson spoke of the current circumstances and the importance to recognise people struggling at this time.

It was brought to the Board's attention of the loss of a former Board of Representatives member of Maynooth Post Primary, Mr. Victor Murphy Stanley.

It was also brought to the Board's attention the Caretaker for both Naas CNS and Brannoxstown CNS, Mr. Tom Feeney lost his sister to Covid-19 recently.

It was brought to the Board's attention a Mr. Barry Nevin who is seriously ill and is hoping for his recovery soon.

The Chairperson asked for a minutes thought for all.

Minute ETB 05-04-2020

No. 4 Adopting the Minutes of previous meetings

4.1 Minutes of Board meeting of 14th January 2020

Proposed: Mr. Noel Merrick

Seconded: Cllr. Peter Hamilton

And Agreed

4.2 Minutes of Board meeting of 21st February 2020

Proposed: Cllr. Angela Feeney

Seconded: Mr. Noel Merrick

And Agreed

4.3 Minutes of Board meeting of 24th March 2020

Proposed: Cllr. Bernard Caldwell

Seconded: Mr. Stephen Horan

And Agreed

Minute ETB 06-04-2020

No. 5 Matters Arising from the Minutes
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An omission of a word on one minute was highlighted. The Chair confirmed this would be rectified before minutes finalised and published.

A concern was raised that some actions requested from previous meetings, such as provision of an Org chart and a procurement presentation, had not yet been provided to the Board. The CE responded explaining due to the circumstances under Covid-19, some items were postponed until we were in a position to hold a full meeting and these items will be followed up on.

There was an enquiry about the School Boards of Management Training previously mentioned, and also a question on the status of the female staff representative for the Board. The CE explained that as alternative, online training is being established to facilitate the delivery of training to the Schools Board of Managements. The CE confirmed the staff representative election has been postponed under the current circumstances.

Minute ETB 07-04-2020

No. 6 Chief Executive's Business

6.1 COVID-19 Update

The CE provided a detailed report to the Board on business continuity, action areas focused on and plans going forward during the Covid-19 pandemic setting.

There was a request as to an update on the numbers for Greystones Community College and Coláiste Craobh Abhann (CCA).

The CE and Director of Schools, both stated an additional class became available from a different school, easing the waiting list on CCA, and that the Department of Education and Skills are working on this matter of numbers in this area as a priority. The Director of Schools provided the enrolment numbers for Greystones Community College.

The Director of FET followed the CE's report emphasising the efforts of the FET team, tutors and coordinators, and commended the work they have adapted, to ensure a high volume of assessments were being processed for QQI in June, especially under the current circumstances. The Board also commended the work completed by all.

Minute ETB 08-04-2020

No. 7 Corporate Governance Programme

The Director of OSD presented to the Board a status update of the Corporate Governance Programme, explaining procedures implemented and this is reviewed quarterly by the Department of Education and Skills (DES).

The progression of the Asset Management category was queried. The Director of OSD explained we have gone to Tender for an asset management solution, not yet completed this element of the programme.

The Chair expressed recognition to The Director of OSD and his team for the work put into this project, which was supported by the Board. The CE also stated this was a strong tool for transparency and it brings a sense of closure to be able to present this to auditors, the DES, and Mr Richard Thorn should he wish to review and do a final conclusion of recommendations to his Thorn Report, which the CE would welcome.

Minute ETB 09-04-2020

No. 8 Committee Reports

The Chair explained there were no reports available here as the committees have not met recently.

Minute ETB 10-04-2020

No. 9 Risk Management

The Director of OSD outlined the actions on the Covid-19 risk management ensuring business continuity, stating we are now out of 'crisis mode' and have formed a new norm of working under the circumstances of Covid-19, and the organisation is moving to the second phase looking at the wider aspects of the impact of the Covid-19 on KWETB services.

Minute ETB 11-04-2020

No. 10 Buildings Report

The CE discussed the building report and the concerns around the uncertainty of the current climate, schools reopening and social distancing concerns. The Director of Schools also mentioned the degree of uncertainty around state exams.

Members expressed the need for urgency on certain buildings projects and importance to ensure there are contingencies in place and these projects remain high profile for completion. Both the CE and Director of Schools confirmed they are actively engaging with the DES on these priority projects.

Minute ETB 12-04-2020

No. 11 Matters for approval, noting or adoption

11.1. Adoption

a Statement of Strategy

The CE presented the Statement of Strategy, the ethos behind it, how it was approached, who was involved and consulted, and the implementation of the plan. The project lead also attended for this agenda item to address the board. Ms. Áine O'Sullivan spoke of how this robust consultation process incorporated feedback from hundreds of stakeholders, including students, staff and external stakeholders. She reassured some of the board member comments on typos and map accuracy, that as this is draft format there is some more graphic work required and the Strategy as a whole will be published in a tidier finalised format.

The Board expressed satisfaction that the appropriate stakeholders were consulted in the process of forming the strategy.

The Statement of Strategy was proposed by Tom Fortune, seconded by Daragh Fitzpatrick and agreed.

11.2 Approval

a Approval of Parent, Staff, Board of Management Nominees to KWETB Schools Boards of Management

The Director of Schools provided context to the BOM Nominee for the Curragh Post Primary, to replace a former member. Lt Col Desmond Healy proposed as replacement member for the Curragh Post Primary BOM.

Proposed: Mr. Noel Merrick

Seconded: Mr. Stephen Horan

And Agreed.

11.2.b Appointments to Music Generation Kildare and Wicklow

Members questioned clarity on whether there were two committees or one, and whether there was a set of Terms of Reference for Kildare Music Generation (MG), as the one they received was for Wicklow MG. The Director of FET confirmed there will be one collective committee to govern

both counties MG as a whole.

This item was adjourned to the next Board meeting.

11.2.c Appointment of Chair to Audit and Risk Committee and to Finance Committee.

Mr Paul McEvoy was appointed the Chair for the Audit and Risk Committee

Mr Noel Merrick was appointed the Chair for the Finance Committee

Proposed: Cllr. Kevin Duffy

Seconded: Cllr. Angela Feeney

And Agreed.

11.2.d Leases/licenses for approval

The Director of FET expressed the FET sector's wish to retain the lease for Carnew FETC.

Director of OSD confirmed this lease had undergone the governance procedures, had been reviewed by legal advisors and all conflicts of interest had been checked, alternative premises were searched on the state property register, and the Executive had approved this lease.

The rent increase was queried. The Director of FET replied to this explaining this was a reflective of the demand.

The owner of the premises was queried also. The Director of FET did not know immediately but later provided the owner via the meeting chat facility in MS Teams.

Proposed: Cllr Patsy Glennon

Seconded: Cllr. Kevin Duffy

And Agreed.

11.2.e Hospitality and Gifts Policy

It was expressed by members the policy seems to regard spending outside the organisation rather the receipt of gifts to staff, it links with concerns in the January minutes regarding the Fraud Policy. The CE responded the Boards of Management at local level handle the receipt of gifts to staff. It was agreed through the Chair this item would remain on the agenda for the next meeting.

11.2.f School Admissions/Enrolment Policies

The CE firstly explained that ETBI only yesterday received correspondence regarding the patronage and the Boards role in approving these policies. The ETBI are seeking legal counsel on same. The role of the Patron does not fall within the functions of the ETB Board. She was advised by ETBI it is satisfactory for the Board to note the policies rather than to approve them.

The Board members expressed concerns on the schools admission policies around local communities exchanging information informally, concerns of schools not adhering to the policies when in place, policies varying broadly across the organisation, and lack of health and safety element in the admissions policies.

Both the CE and Director of Schools addressed these concerns explaining they receive a template but there is room for flexibility as one size does not fit all per school individual circumstance, and the schools apply internal policies to address health and safety. The Director of Schools also provided a document to the Board from the Legal Support Services Unit (LSSU) of ETBI regarding transfer students and sharing of data under the GDPR obligations.

It questioned whether the legal advice the ETBI was seeking applied to the schools Boards of Management as they are subcommittees of the Board. The CE confirmed that no it does not. The role of the Executive is to approve, and give a formal brief to the Board. The CE suggested they should note them as a Board and once further clarification is received, a space for discussion can be provided.

It was requested that a note be taken that subscription and criteria are vital in these policies and the Community National Schools should receive preference in admissions.

The Board voiced their wish the Boards of Management should receive correspondence for the tremendous work completed thus far in advancing to the current stage all boards have reached.

11.3 Noting

a. KWETB Boards of Management Minutes

The Board expressed concerns on the quality and quantity of the minutes provided thus far.

The Chair requested to Director of Schools to bring this up at next Principals meeting. This was confirmed noted, and will be prioritised at next meeting.

Noted.

b. KWETB Boards of Management Policies

Same concerns as above. Noted.

c. DES Circular Letters

Noted

d. DES Teacher Allocations 2020/2021

Noted

Minute ETB 13-04-2020

No. 12 Date of next meeting

The 23rd of June was decided for the next meeting, with the proviso that if urgent matters arise a meeting can be scheduled for end of May to accommodate.

Minute ETB 14-04-2020

No. 13 Correspondence for the Board

The letter of resignation from former member representative of the Disability Federation of Ireland was provided to the Board.

Noted.

a. Appointment of external nominees to the KWETB Board

The Board agreed to go in committee for review of nominees and decision to be made.

The Nominees as below were chosen by the Board:

- Ms Siobhán Ní Ghrógáin from Conradh na Gaeilge, representative of Learners.
- Mr Noel Magee from IBEC, representative of Business, Industry & Employers

b. In Committee Session

i. Approval of Minutes of in camera meeting 12th November 2019

ii. Approval of Minutes of in camera meeting 14th January 2020

The Chair and the CE explained these were not available today due to the nature of the meeting online and concern for confidentiality of the in camera minutes. The board agreed to defer until a meeting can be held in person.

Signed: _____

Cllr. Daragh Fitzpatrick

Date: _____

23/06/2020

(Chairperson)