

**KWETB Board Meeting**  
**Minutes of the Board of KWETB held on Tuesday 10<sup>th</sup> November 2020 at 10.30a.m.**  
**Online Meeting through MS Teams.**

- Present:** Cllr. Daragh Fitzpatrick in the Chair, Cllr. Tom Fortune Vice-Chair, Cllr. Kevin Duffy, Cllr. Angela Feeney, Cllr. Anne Ferris, Cllr. Peter Hamilton, Mr. Stephen Horan, Mr. Noel Merrick, Ms. Deirdre O'Donovan, Mr. David O'Gorman, Cllr. Lourda Scott, Ms. Alice O'Donnell, Ms. Siobhain Grogan, Mr. Noel Magee, Cllr. Bernard Caldwell, Cllr. Patsy Glennon, Cllr. Íde Cussen, Cllr. Evie Sammon, Ms. Caoimhe Molloy.
- In attendance:** Dr. Deirdre Keyes C.E., 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.
- Apologies:** Cllr. Paul O'Brien  
Cllr. Lourda Scott gave apologies for departure at 12:47pm

Chairperson, Cllr. Daragh Fitzpatrick resided at the meeting.

**Introduction**

The Chair welcomed all members and reminded members of the meeting protocol for the online meeting, and to be conscious of muting microphones to decrease background noise and audio feedback.

A rollcall of members present was called by the Board administrator and required quorum confirmed.

Members of the public were in attendance at the meeting.

Before beginning with the agenda, the Chair informed the Board that the review of the Thorn Report is currently with the Department of Education and Skills, and will be circulated on receipt.

The Chair requested the Board's opinion on seeking a meeting with legal representatives to get an update on the current situation. The meeting will be held in camera to discuss an update on Garda investigation. It was later confirmed that the meeting will take place on Monday 16<sup>th</sup> November. The motion was proposed, seconded and agreed by the Board.

Proposed: Cllr. Angela Feeney  
Seconded: Cllr. Peter Hamilton  
And Agreed.

|   |
|---|
| Minute ETB 01-09-20                                 |
| No. 1 Conflicts of Interest/Disclosure of Interests |

No conflicts of interest were declared by Board members.

|   |
|---|
| Minute ETB 02-09-20                           |
| No. 2 Apologies, Sympathies & Congratulations |

The Chair confirmed receipt of apologies from Cllr. Paul O'Brien.

|   |
|---|
| Minute ETB 03-11-20                             |
| No. 3 Adopting the Minutes of previous meetings |

3.1 Minutes of Board meeting 15<sup>th</sup> September 2020.

The Chair noted the comments received in relation to the minutes and the amendments made were provided on the agenda and input to the final minutes as received.

A discussion was held by the Board around being cognizant of operating within the agreed timeframes of the meetings, deferring items when necessary, and remaining fully quorate for the decisions of the meetings. The Chair aired the possibility of implementing a timed agenda per item, acknowledging the aspiration to keep within strictly set timeframes for Board meetings due to other commitments. The Chair suggested this will be discussed in the Board's Self Evaluation session with IPA this afternoon.

A note to amend the minute in relation to BIFE roof tender was offered, and confirmed this will be amended.

Proposed: Cllr. Íde Cussen  
Seconded: Mr. Noel Merrick  
And Agreed

|  |
|--|
| Minute ETB 04-11-2020                  |
| No. 4 Matters Arising from the Minutes |

There were no other matters arising from the minutes.

|                                  |
|----------------------------------|
| Minute ETB 05-11-2020            |
| No. 5 Chief Executive's Business |

Before commencing the CE update, the Chair took an opportunity to introduce and welcome the new Director of Schools, Mr. Ken Scully. He expressed best wishes on behalf of the Board. Director of Schools, Mr. Ken Scully gave a brief self-introduction to the Board. This followed into the CE welcoming Director of Schools, Mr. Ken Scully to KWETB also.

The CE updated the Board on how KWETB schools and centres are continuing to strive to provide all services under the Living with Covid plan, confirming all services and centres have so far remained open and operational. The CE commended the work of the school and centre staff and the OSD staff, particularly the procurement team and buildings team working outside of normal hours to ensure locations could reopen facing challenges over the mid term break. The CE noted this was mainly down to the effective processes, controls and systems which have been implemented across the organisation to maintain our services.

The CE drew attention to the new Employee Assistance Programme, to facilitate and promote staff wellbeing, emphasising our main concern is to ensure they are safe and well, and enabled to work efficiently.

The CE invited the Director of FET, Mr. Ken Seery to address the Board, noted how FET services were the most impacted by Covid as much of the services were required to move to online provision. The Director of FET Mr. Ken Seery reiterated that 80% of the FET services have migrated to online provision. He explained how vulnerable students, students with immediate needs, and workshops elements of courses, continue to access services in person with KWETB staff, in much smaller groups and in line with all Department of Education and Skills, and Solas guidelines.

The CE informed the Board the Comptroller and Audit General have now completed the audit of KWETB's 2019 accounts. The review of the Thorn Report has been completed, as previously mentioned by the Chair at the beginning of the meeting.

The CE concluded with a schools overview, confirming admissions round one under the new Admissions Bill have begun for academic year 2021/2022. The CE informed the Board the Buildings team are working closely with DES to review building needs across the organisation and highlighting the temporary accommodations requiring prioritisation.

The CE gave the Board apologies that she must leave the meeting at 12pm due to other commitments.

No. 6 Matters for approval, noting or adoption

6.1 Adoption:

The Chair confirmed there were no items for adoption at today's meeting.

6.2 Approval:

a. Appointments to Schools Board of Management

The CE confirmed for Schools Boards of Management 3 nominees are required, of which 2 must be Board Members.

The Chair opened the floor to the Board to receive nominations for Greystones Community College first.

Nominee: Cllr. Lourda Scott

Proposed: Cllr. Anne Ferris

Seconded: Cllr. Peter Hamilton

And Agreed

Nominee: Mr. David O'Gorman

Proposed: Cllr. Tom Fortune

Seconded: Mr. Stephen Horan

And Agreed

Mr. Noel Magee was also nominated to become a member on this Board. On request for clarification on the duties involved and time commitments, the CE gave an overview of the importance of the Board of Management member roles in supporting the schools in oversight and development of key area of school work, policies, child protection and many more. She noted how schools rely on the Boards of Management. This nomination would be confirmed at a later time, and the vacancy referred to the Nominations Committee if required.

Again the Chair opened the floor to the Board to receive nominations for Gaelcholáiste Mhaigh Nuad.

Nominee: Cllr. Angela Feeney

Proposed: Cllr. Íde Cussen

Seconded: Cllr. Daragh Fitzpatrick

And Agreed

Nominee: Ms. Siobhain Grogan

Proposed: Cllr. Daragh Fitzpatrick

Seconded: Ms. Deirdre O'Donovan

And Agreed

The Board held a discussion around whether there was a requirement for a member of the Board of Management of the Gaelscoils to be fluent in Irish. The decision was made to seek

nominees, preferably Irish speaking, and bring back short bios of nominees to the Nominations Committee. It was clarified up to 4 members can sit on the School Board and as 2 have now been nominated, the other one or two can be filled via the Nominations Committee and brought back to the Board for approval.

The Chair sought approval for the nomination of the two staff representatives on the School Board of Management for Coláiste Craobh Abhann:

Nominee: Ms. Stephanie Egan

Nominee: Mr. Eoin Ryan

Proposed: Ms. Deirdre O'Donovan

Seconded: Ms. Alice O'Donnell

And Agreed

b. Overdraft Facility.

Board approval is sought for the CE to seek permission from the Minister of Education and Skills to avail of the overdraft facility. Once permission is received from the Minister, the Board will then be asked for approval to avail of the overdraft facility should it be required. This facility has not been required in recent years and it is prudent to have in place.

Proposed: Cllr. Peter Hamilton

Seconded: Mr. Stephen Horan

And Agreed

c. Terms of Reference for the Nominations Committee

The members of the Nominations Committee present explained the document the Board received is a draft and not finalised. The Nominations Committee have planned to meet next Monday 16<sup>th</sup> November. The Committee will finalise and have the terms of reference back to the Board for approval at the next meeting. Item deferred to January meeting.

d. Standing Orders Review Update and Amendment to day of meeting

The Board received a brief of the SO review working group status and the logistical reasoning for the request to change the meeting day to the fourth Tuesday of every second month versus the second Tuesday of every second month. It was explained the later date in the month, allowed for the preparation of items such as the Annual Report, Service Plan and Annual Financial Statements, also allowing the Committees to complete due diligence for review of same in full and to submit to DES on time. The Board were provided with a 2021 schedule to this effect for approval. On confirmation by the Board that this did not clash with council meetings, the date of meetings were approved.

Proposed: Cllr. Anne Ferris

Seconded: Ms. Deirdre O'Donovan

And Agreed.

e. Addition of Nominees for POR Interview Panels

The Board were informed of the request to include 3 members, as listed below, to the interview panel, in the circumstances where an ETB representative (member) is not available to sit on interview panel. Nominees:

1. Ms. Rosaleen O'Neill
2. Dr. Rory O'Toole
3. Ms. Veronica McDermott

After a lengthy discussion on this item the following points were made:

- The Director of OSD is to confirm the panel received on the agenda, was the most up to date panel
- The Board would like more information on the nominees provided going forward (e.g. short bio)
- Explanation was given for the necessity of the panel, mainly for reasons of Board Member unavailability and the requirement for fluent Irish speakers on interview panels.
- All members of this panel receive the required competency based training.
- The frequency of how often this panel is reviewed.
- The panel is organically added to as appropriate when experienced staff retire for example, and fluent Irish speakers are continually sought.
- The CE explained the necessity for an extensive panel and the hard work the HR team do to put together a panel for interviews. The CE thanked Members who did help on interview panels.
- The Board discussed conflicts of interest and members confirmed a conflict of interest form is signed at the outset of each competition.

There were conflicting opinions within the Board of the relevance of some of the concerns raised. It is noted that some members decided not to support the approval of this item.

A member raised a concern regarding the inclusion of one nominee on the interview boards for PoR considering perceived issues with the payment of legal fees. Other members of the Board objected to the comments.

Throughout the discussion members had proposed and seconded the approval of all three nominees, and the Chair came back to confirm the proposal and second.

Proposed: Ms. Alice O'Donnell

Seconded: Cllr. Íde Cussen

The concerns of some members in relation to this decision are noted.

### 6.3 For Noting:

a. KWETB Finance Committee report

Presentation to Finance Committee RE KWETB Property Register.

Mr Noel Merrick, Chairperson of the Finance Committee gave an overview of the report provided. He explained how the Finance Committee received an informative presentation as



provided to the Board via the agenda, from the Buildings Manager and Head of Corporate Services. He noted to the Board the committee were very impressed with the new process of lease approval and policy implemented. They received much information in relation to the list of leases, costs among other details and were satisfied with the review processes implemented in this area. Noted by the Board.

b. Audit and Risk Committee Report

The Board expressed their welcome of the availability of the report from the Audit and Risk Committee (ARC) and the intention to bring the committee meetings in line with the Board meetings to ensure regular report after each of the committee's meetings.

Noted by the Board

c. KWETB Boards of Management Minutes/Policies

The Chair introduced this item, and brought attention to the new folder which had been added to the Sharepoint where each schools Admissions Policy for 2021/2022 had been uploaded for the Boards sighting. There were no comments at this time.

Noted by the Board.

It was addressed at a later stage of the meeting about the incompleteness of up to date minutes in relation to the schools Boards of Managements. The Director of Schools informed the Board a new template and suitable mechanism for receiving these minutes is currently being trialled for feedback, before implementing to schools across the organisation. It is hopeful this will be finalised and implemented going forward from January 2021.

d. HR Report and relevant DES Circular Letters

A brief overview to the contents of the report was provided and noted by the Board.

e. New Woodland Creation on Public Lands Scheme

The Chair came back to this item following the Risk Management Report item.

Noted by the Board

f. ETBI Governance Training for Committee Chairpersons

The Chair came back to this item following the Risk Management Report item.

Noted by the Board

|                              |
|------------------------------|
| Minute ETB 07-11-2020        |
| No. 7 Risk Management Report |

7) Risk Management Report

Risk Register

ARC Risk Management Report to Board – November 2020

The Director of OSD introduced this item, noting that the risk register is available to the Board at all times, noting this is a live register which is constantly monitored, and a number of movements of risks identified can be observed.

The Board noted there was access issues with the Risk Management report link.

In the discussion, it was clarified that the Corporate Risk Register, available to the Board, is the overarching register for the organisation, incorporating risk from the OSD, Schools and FET.

The Board noted unsuitable accommodations was a high risk and sought further information on actions and the timelines associated with this identified risk. The Board were informed of the pressure in this area and the dependency of the ETB on the DES. They were also informed of a current survey to identify accommodation needs across the organisation so as the findings can be presented to the DES for funding requests, and to highlight areas requiring priority attention. On discussion of how the ETB can progress same, the CE assured the Board that the Executive are committed to keeping continual pressure on the DES for advancements.

A discussion ensued about the Board receiving a presentation on risk. The Board were reminded the ARC have received this and the role of this committee is to feed this back to the Board. A suggestion was posed to invite the Chairperson of the ARC to address the Board, and the Board were reminded that the Board need to formally invite the Chairperson of the ARC to do so. The present members of the ARC aired to the Board the changes to ARC meeting schedules to align with the Board meetings and in turn provide the key communications required for the committee to inform the Board. They noted the Comptroller and Audit General (C&AG) looked highly upon the audit and risk activities in KWETB. As part of audit activity, the Internal Audit Unit (IAU) and the C&AG review the risk register and risk management framework of KWETB.

The Board received clarification on the role of the IAU and their reporting requirements to KWETB. An audit register tracking status of all audit recommendations is maintained in KWETB and examined by the ARC on a regular basis. A more detailed report on the audit register will be presented to the Board via the ARC in January.

|                        |
|------------------------|
| Minute ETB 08-11-2020  |
| No. 8 Buildings Report |

## 8) Buildings Report

### KWETB 2020 Property Register

The challenging times due to Covid 19 and the extra accommodation requirements this places on the ETB and Buildings team were noted. The Board received an overview of the highlights of the Buildings report they received with the agenda. The handover dates of Maynooth Post Primary and Maynooth Community College in December 2020 were noted. The plans for a €35,000 investment, as requested from the DES by the Buildings team, for the gym roof at Coláiste Lorcaín was welcomed, and it was confirmed this has yet to go to tender and so



timelines are not confirmed at this time, although the project is noted as an immediate need. Greystones Community College and Greystones Community National School were each addressed confirming KWETB are dependent on the DES for updates. The CE reminded the Board that on these projects, KWETB were precluded from contact with contractors as the DES are the client, not KWETB. It was confirmed that temporary accommodation has already been sought for Greystones Community College at the rugby club site. The Board expressed their gratitude to the update received from the CE on Greystones and Colaiste Craobh Abhann, received from the DES on September 28<sup>th</sup>, and it was confirmed no further update had been received since. The Board received clarity that the Colaiste Craobh Abhann extension due for completion 2024 would accommodate 1,000 pupils. In relation to Greystones, the Board expressed their concerns for the delays and the lack of knowledge around same, the risk of lack of places and the pressure that will ensue due to the delays. It was confirmed the admissions work had begun, to allow for analysis of numbers and demand, which would support engagement with the DES in applying for additional accommodations. The high likelihood of oversubscription was acknowledged.

The Board were informed that Bray Institute of Further Education (BIFE) had received half of the remaining FET capital to invest in remedial works. The roof requirements are in excess of the FET funding capabilities and so this will be referred to the DES. KWETB are awaiting parameter and guidance documents for funding applications for 2021.

The Board welcomed sight of the property register made available with the agenda, and made some suggestions on the inclusions on same and noted some terminology is not very clear to them. The Director of OSD resolved to update the unclear categories. The Board discussed the lease and licences, and were informed that the Finance Committee completed an evaluation and review of the leases/licences looking at value for money amongst other important factors. Members of the Finance Committee completed a thorough review of the leases process. It was noted the rigorous process currently in place regarding leasing arrangements and welcome direction from the Board as to what the Finance Committee should specifically evaluate to feed back to the Board. The Comptroller and Audit General have looked at leases across the sector, this report is not yet available but will be a great resource to view and any recommendations will be considered. The CE welcomed the discussion from members and acknowledged the supporting role they play to the schools.

It was confirmed that there were savings with associated costs of renting, but renting costs remained the same during Covid as buildings remained occupied and opened. The CE confirmed that it had been indicated to us that the Maynooth old campus would accommodate the Gaelcholáiste Mhaigh Nuad following site redevelopment.

It was confirmed that no site has yet been identified in relation to the Curragh Post Primary School. The lack of school choice and the oversubscription on current schools in the Kildare Town region were acknowledged. The Curragh schools have challenges in relation to their location.

It was confirmed that there has been no further developments for the potential use of the Gaelcholáiste Chill Dara site for the head office for KWETB.

A lengthy discussion ensued around the ongoing traffic management issues at Piper's Hill. Members suggested meeting with Kildare County Council and the property developers to determine the feasibility of a second entrance. KWETB acknowledged the critical nature of the situation and discussions have been ongoing with ETBI, the DES, Kildare County Council and other stakeholders with a view to resolving the situation.

The Director of OSD clarified that KWETB do not have responsibility for traffic management on the main R448 road or the private road leading off the R448, with responsibility sitting with Kildare County Council and property developer respectfully. KWETB will continue to engage with DES to implement recommendations in the Aeon Report commissioned by KWETB. Unfortunately, no resolution has been agreed upon. Both KWETB and members will continue to pursue a long term solution.

|                       |
|-----------------------|
| Minute ETB 09-11-2020 |
| No. 9 Finance Report  |

#### 9) Finance Report

The Board received the report with the agenda. The Board were informed that expenditure was down by 10%, due to Covid 19 there was a decrease in capital expenditure, but this is once again rising with continued work in this area. The Director of FET confirmed FET expenditure increased in October and will continue to increase to year end.

|                                     |
|-------------------------------------|
| Minute ETB 10-11-2020               |
| No. 10 Correspondence for the Board |

#### 10) Correspondence – For the Board

It was noted by members that not all correspondence forwarded to the Chair were noted on the agenda. This may be discussed at the meeting with legal advisors on Monday 16<sup>th</sup> November so that clarity can be provided as to how correspondence should be dealt with.

A discussion regarding blended learning and the policy on same ensued. The Director of Schools confirmed that a written response would be issued to a member regarding their query on blended learning policy. It was noted the capabilities for facilitating blended learning varies across the services and is dependent on local level technologies and resources. Congratulations were extended to all those who worked diligently to overcome blended learning challenges.

##### 10.1. Kildare County Council Leixlip Municipal RE Youth Funding

This item is deferred to the next meeting.

##### 10.2. Kildare County Council RE use for community centre in Maynooth old campus Moyglare Road.

This item is deferred to the next meeting.

10.3 Correspondence from Cllr. Sammon RE second entrance at Pipers Hill  
This was addressed as part of the buildings report.

10.4 Correspondence RE Board Training  
This item is deferred to the next meeting.

|                         |
|-------------------------|
| Minute ETB 11-11-2020   |
| No. 11 Members Business |

#### 11) Members Business/Questions

11.1 Motion of meeting 15<sup>th</sup> September with regard to legal advice

11.1.a. KWETB review of Legal Advices Bill May 2018 submitted to previous Board May 2018

11.1.b. Correspondence RE Section 68 Letter

Acknowledgement of the report and correspondence requested were noted. A typo in the original report was noted and clarified. Further documentation in relation to amendments that may have been made to the report after the original report was submitted to be circulated by the Chair to the Board.

A motion was proposed to refer these matters as part of the in camera discussion on Monday 16<sup>th</sup> November. A discussion took place regarding the appropriateness of discussing this matter at an in camera meeting with the rationale proposed that there may be legal connotations surrounding same. It was counter proposed that there were no restrictions to discussing this matter at a standard Board meeting. A vote was taken on the motion, with the motion to defer the matter to an in camera meeting succeeding by 15 votes to 3 votes. It should be noted that some members voted to defer discussion on the matter based on time constraints of today's meeting.

Motion to defer this item to an in camera meeting:

Proposed: Mr. Noel Merrick

Seconded: Cllr. Anne Ferris

Carried by a vote of 15 for to 3 against.

Motion to discussion in today's meeting:

Proposed: Ms. Deirdre O'Donovan

Seconded: Cllr. Tom Fortune

Defeated by vote of 15 against to 3 for.

Depending on the outcome of the discussion on Monday 16<sup>th</sup> November, where appropriate, a comment or decision of the Board may be brought back to a standard Board meeting.

No. 12 Date of next meeting

12) Date of next meeting

Tuesday 26<sup>th</sup> January – venue TBC

Proposed: Cllr. Anne Ferris

Seconded: Cllr. Evie Sammon


And Agreed

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



Cllr. Daragh Fitzpatrick

Date: \_\_\_\_\_

26/01/2020 

**(Chairperson)**