



KWETB Board Meeting
Minutes of the Board of KWETB held on Tuesday 27th September 2022 at
10.30a.m.
Venue: Maynooth Community College

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



Introduction

Once the required quorum was confirmed, the Chair welcomed all members. The members received a welcome from Maynooth Community College Principal and an address from two students of the school on the meaning and value of the school to them.

Minute ETB 01-09-2022

No. 1 Conflicts of Interest/Disclosure of Interests

Board members declared no conflicts of interest.

Minute ETB 02-09-2022

No. 2 Apologies, Sympathies & Congratulations

Apologies were received from Ms. Alice O'Donnell, Ms. Deirdre O'Donovan, Cllr. Evie Sammon, Cllr. Anne Ferris and Ms. Caoimhe Molloy.

The Board offered sympathies to the families, school communities and friends for the following;

Kathleen O Byrne, Mother of Confey College Principal Mike O Byrne

Rowena Carroll, Niece of AEO Catherine Byrne.

Tony Gaughran, Father of Coláiste Lorcáin Principal Eric Gaughran

Lily (Elizabeth) Cuddihy, Mother of Tina Campbell, Training Services.

Brendan Fitzpatrick, Teacher St Kevin's Community College, Dunlavin

A particular mention was noted to the passing of Brendan, a valued teacher and colleague at St Kevin's Community College, Dunlavin.

The Board held a moment of silence to honour each of the above.

Minute ETB 03-09-2022

No. 3 Adopting the Minutes of previous meetings

3.1 Minutes of Board meeting 05th July 2022

Proposed: Cllr Bernard Caldwell

Seconded: Cllr Peter Hamilton

Minute ETB 04-09-2022

No. 4 Matters Arising from the Minutes
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No matters were arising from the minutes of the previous meeting.

Minute ETB 05-09-2022

No. 5 Chief Executive update

The CE noted the below for members information and update:

- ETBI Conference and theme next week.
- The ETBI AGM held last week was attended by the CE and some members of our Board.



- SUN financial management project rollout achieved in July 2022. The work input from the Finance Team was acknowledged, as well as the change to practice for all staff across the organisation to adapt to the new system
- 2021 Comptroller and Audit General audit commencing this month.
- Recruitment highlights and statistics
- FET Conference hosted by KWETB FET staff a few weeks ago.
- REALT update – Response to the Ukrainian crisis and refugee arrivals.
- ESOL (English for Speakers of Other Languages) provision through FET.

A query as to whether funding is available for teaching supports for asylum seekers. It was confirmed that schools generally manage the funding for same at school level. The Director of Schools offered to request for further information on this from the REALT team and provide back.

The FET conference was commended highly and the Board members were encouraged to participate in events around the organisation.

Minute ETB 06-09-2022

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. Request for sanction to apply for Overdraft facility

The CE outlined to the Board approval is sought for permission to write to the Minister to request an overdraft facility if needed. This is an annual request as a safeguard should it be required.

Proposed: Cllr Peter Hamilton

Seconded: Mr Stephen Horan

6.2.b. Charities Compliance Report for 2021

The CE explained the report is an annual requirement of the organisation as a registered Charity and is completed as aligned to our Code of Practice for the Governance of ETBs. No change is reported since last years report.

Proposed: Cllr Lourda Scott

Seconded: Cllr Paul O'Brien

6.2.c. Prospective Head Office Premises lease

The heads of terms for a prospective lease for new head office premises at Chestnut House, Millennium Park were provided to the Board. Confirmation was provided that this would accommodate the head office staff and training services team in Naas bringing these teams together in one location and value for money in the move was noted. The location and expected move timeframe were outlined to the Board.

Proposed: Mr Noel Merrick

Seconded: Cllr Paul O'Brien



6.3 Noting

6.3.a. Finance Committee Report

Mr Noel Merrick, Chairperson of the Finance Committee provided a verbal account to the report given to the Board for today, noting the new member was welcomed to the committee. Items noted within the report include correspondence brought for the Committees' attention, review of the implementation of the Service Plan, contracts and payments over €25,000, monthly returns to the Department of Education (DE) and lease updates provided to the Committee.

6.3.b. Audit and Risk Committee Report

As a member of the ARC Cllr Kevin Duffy provided the Board with a verbal report on the ARC's latest meeting covering items such as ongoing audit status and reporting by the IAU-ETBs, as well as audit statistics received via the bi-annual audit report provided to the ARC. Risk management was reported on. The blended work policy was noted to the Board.

Planning for implementation of the DEIS audit recommendations is to begin in the coming weeks and the Director of Schools will provide an update to the ARC for their next meeting.

The Chair thanked both Mr Noel Merrick and Cllr Kevin Duffy for their continual comprehensive reports to the Board on behalf of each committee and commented how they provide assurance to the Board and add value to the written reports provided.

6.3.c. Update on Statement of Strategy

The CE spoke to the report provided, highlighting a number of objectives achieved from the statement of strategy at this point.

6.3.d. Hybrid Meetings going forward

A discussion ensued on the nature of future meetings. It was agreed that the Board would move forward with in person meetings with a hybrid option available. The CE confirmed the Executive are sourcing equipment to facilitate same. At the November meeting a schedule of locations and dates for the coming year shall be brought for approval to the Board.

6.3.e. KWETB Boards of Management Minutes

The Director of Schools confirmed that a number of sets of minutes have been uploaded for Board meeting. A discussion followed on the Board's role in noting/approving the Board of Management (BOM) minutes. The Board were reminded of the legal advice sought by ETBI on behalf of the sector in relation to reserve/executive function. Arising from this the advice from ETBI remains that BOM minutes ought to be noted only. The BOM minutes were then noted.

Minute ETB 07-09-2022

No. 7 Risk Management

The Director of OSD spoke to the risk management report provided to the Board, noting changes of the risk landscape since the last meeting. The Board's attention was brought to an additional risk, as well as a risk parked in response to the introduction to the new financial system.



Minute ETB 08-09-2022

No.8 Buildings Report

The Director of OSD gave an executive summary of the report as provided, noting 85 active projects and the core highlights of the report and high-level projects.

Piper's Hill campus traffic was discussed, confirming an awaited report to us which includes technical reports and possible solutions with costings. The DE will then be approached with this report for budget request and application of works.

The Board and Executive discussed the long term and short-term solutions to the location of Gaelcholáiste Mhaigh Nuad, acknowledging current challenges and concerns with the movement from one location to another within the school day by students and staff. It was noted modular accommodations may be desirable but may delay the provision of a new build for the school on site, which is the preferred option. Modular accommodation itself comes with challenges given the restrictive nature of the site and the need to continue school operations while building works are in progress. An options study decision is currently with the DE and an outcome waited upon.

Updates were sought and provided on other locations such as Athy FETC, Greystones Community College, Blessington Community College and Curragh Community College. Localised building concerns in Maynooth and Blessington had been brought to the attention of the ARC.

Cllr Tom Fortune proposed that a delegation from KWETB Board meet with the Department of Education in relation to concerns for KWETB school buildings. This proposal was not carried. The CE confirmed that the Executive liaise continuously with the DE on buildings matters and provide updates to the Board at each meeting via the detailed buildings report.

The Chair sought and received agreement from the Board to extend the meeting by 15 minutes as per the standing orders.

Minute ETB 09-09-2022

No. 9 Finance Report

The Director of OSD spoke to the report provided to the Board. He noted KWETB are in line with the expected expenditure at this stage in the year.

Minute ETB 10-09-2022

No. 10 Correspondence for the Board

No Correspondence for the Board's attention for this meeting.

Minute ETB 11-09-2022

No. 11 Members Business/Questions

11.1. Board Effectiveness Outcome

The Chair confirmed a meeting took place with the CE where the Board's recommendations from the evaluation report were discussed. The recommendations as agreed were tabled and noted.



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KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

A discussion took place on the effectiveness or otherwise of the process. A brief in-house refresher training was offered to the Board on clarification of their role and the function of reserve versus executive. This will be held in November prior to the next Board meeting.

The Board noted the Nominations Committee have a role at the beginning of the term appointing nominees to BOMs and limited further function for the remainder of the term.

The CE suggested that on the issue of diversity and inclusion, that the Board members attending the ETBI conference would provide a report back. The CE noted that the conference would help direct our work in this area.

11.2 I-Mark initiative

An update was sought following this item being brought at the meeting of May 2022. The CE confirmed this was shared with Principals.

Minute ETB 12-09-2022
No. 12 Date of next meeting

Date of next meeting

Tuesday 22nd November 2022

Date and location will be in a Wicklow venue to be confirmed.

Signed: _____

Date: _____

22/11/2022

Cllr. Daragh Fitzpatrick

Chairperson of Kildare and Wicklow ETB