



etb

Bord Oideachais agus Oiliúna
Chill Dara agus Chill Mhantáin
Kildare and Wicklow
Education and Training Board

A Meeting of Kildare & Wicklow Education & Training Board was held in Tinakilly House, Rathnew, Co Wicklow on Monday 5th February 2018, Commencing at 10.30 a.m.

Present: Mr Noel Merrick Chairperson, Cllr. Rëada Cronin, Cllr. Fiona McLoughlin-Healy, Cllr. Teresa Murray, Cllr. Daragh Fitzpatrick, Cllr. Naoise Ó'Ceairúil, Cllr. Tommy Annesley, Cllr. Brendan Weld, Mr John McDonagh, Ms Finula Haran, Ms Deirdre Coghlan Murray, Cllr Jennifer Whitmore, Cllr Nicola Lawless, Cllr Aoife Breslin, Mr John Hurley.

In attendance: Mr Joe Kelly
Ms Caitriona Murphy
Ms Mary Dillon
Ms Catherine Doran
Ms Eileen Cullen
Ms Mary Kemmy
Ms Rose Murray

Apology: Dr Rory O'Toole
Cllr Jim Ruttle
Ms Lorraine Hennessy
Mr Joe Behan

AGENDA

1. Chairpersons Welcome
 2. Votes of Sympathy
 3. Declarations of Conflict of Interest
 4. Minutes – Minutes of 21st December 2017 & Minutes of 9th January 2018
 5. Matters Arising
 6. Reports to the Board
 - **Chief Executive**
 - **OSD** – Statement of Strategy 2018 -2020
 - A. Finance
- (i). Finance Committee Chairpersons Report
 - (ii). ETB Finance Report February 2018

(iii). DES letter of Determination 2018

(iv). Solas Funding 2018

B. - Buildings / Corporate Services

(i). Building Report

- *Deferred from December meeting*

C. - H.R. / I.R

(i). HR Report

- *Deferred from December meeting*

➤ **Schools Division**

(i). Director of Schools Report

(ii). Minutes of Boards of Management

- *Deferred from December meeting*

(iii) Colaiste Chraobh Abhann – Special Educational Needs Policy

➤ **Further Education & Training (FET)**

1. FET Report to the Board

- *Deferred from December meeting*

7. Department Circular Letters for Adoption

(b) Other Correspondence and Updates

• Commencement of remaining provisions of the Children First Act 2015

• Obligations under Article 5.3 of the WHO Framework Convention on Tobacco Control (FCTC) in relation to the Tobacco Industry.

- *Deferred from December meeting*

(c) ETBI Correspondence and Matters / Department & Agencies

8. Motions for Approval

9. Policies for Adoption

1. **KWETB Procurement Policy – For review. Will be adopted at March meeting**

10. Outstanding items from previous meetings –

October 2017 minutes with amendments

November 2017 minutes with amendments

11. Matters deferred from previous meetings

➤ Payment of Legal Expenses

➤ KWETB Universal Email Disclaimer

➤ KWETB Draft Acceptable Usage Policy – For Review and then ratification at next meeting.

➤ Naas Community National School Admissions Policy

➤ Confey College Admissions Policy

➤ Confey College Parents Handbook

➤ Greystones Community National School Enrolment Policy

➤ Nomination to the Board of Management of St Killians Community School, Bray.

➤ KWETB representative required on the Mid East Region Homelessness Forum (replacement for Des Murtagh)

➤ KWETB representative required on Board of Management of St Wolstan's Community School Celbridge.

- Bray Area Partnership - Nomination of Gabriel Allen as replacement Principal BIFE

12. Establishment of Committees & Nominations to Boards of Management

1. **Nomination of Deirdre Coghlan Murray as Chair of Finance Committee – Replacing Mr Noel Merrick**
2. **Replacement nomination required from Disability Federation of Ireland for the late Mr John Doyle.**

13. A.O.B

Minute No. ETB-02-01-18

No. 1 Agenda Chairpersons Welcome

Chair Mr Noel Merrick welcomed everyone to the meeting.

Cllr Jennifer Whitmore requested the matter of Colaiste Raithin school building project be addressed. She wished to have it put on record her disappointment in the reply from KWETB regarding their involvement in the Colaiste Raithin school building project.

Cllr Naoise O’Cearuil stated as a member of the Board of Management of Colaiste Raithin he was also disappointed with the response from KWETB.

Cllr Teresa Murray stated a bland response from KWETB was not acceptable. Parents, teachers and students are worried and need our support.

Chair welcomed two parents of students from Colaiste Raithin to the meeting.

Mary Dillon gave an update on Colaiste Raithin. She reported that a meeting on the previous Friday, organised by the NDFA, was attended by The Department of Education and Skills and the representatives of the management of the schools being built. The actual projects are financed by the NDFA who are working with all parties to bring the projects to completion and occupation. A statement from all represented at the meeting was due to issue that day. It was agreed by all parties involved in Bundle 5 that a weekly communication would issue. Another meeting of Bundle 5 schools is due to take place on 20th February.

1.

Minute No. ETB-02-02-18

No. 2 Agenda Votes of Sympathy

Minute No. ETB-02-03-18

No. 3 Agenda

Declarations of Conflict of Interest

There were no declarations of conflict of interest.

Minute No. ETB-02-04-18

No. 4 Agenda
Minutes

The Minutes of the KWETB Meeting held on 21st December 2017, (with amendments) which were previously circulated on MinutePad, were taken as read, approved and were signed.

Proposed by Cllr Reada Cronin, seconded by Cllr Jennifer Whitmore and agreed by the meeting. 1.

The Minutes of the KWETB Meeting held on 9th January 2018 which were previously circulated on MinutePad deferred to the March meeting to allow members to review amendments which were forwarded by Cllr Fiona McLoughlin- Healy. 2.

*The Chair advised going forward there will have to be a cut off point for receipt of amendments to minutes.
Cllr Whitmore suggested going forward a stenographer may be helpful in the recording of the minutes.
The Chair requested that the executive discuss the minutes and what they should contain and report to the March meeting.* 3.

Minute No. ETB-02-05-18

No. 5 Agenda
Matters Arising

Minute No. ETB-02-06-18

No. 6 Agenda
Reports to the Board

- (i) Chief Executive
- (ii) OSD Report

Mr Joe Kelly, Director of OSD, spoke on the OSD area. He reported that The OSD Statement of Strategy 2018 -2020 is currently being finalised and will be presented at the next KWETB meeting. 1.

Finance

Mr Noel Merrick advised due to the workload associated with Chair of KWETB he will be resigning as the Chair of the Finance Committee.

Proposed by Cllr Tommy Annesley, seconded by Mr John McDonagh and agreed by the meeting that Ms Deirdre Coghlan Murray be appointed Chair of the Finance Committee. Mr Noel Merrick will remain as a member of the Finance Committee. 2.

The Chair requested Ms Deirdre Coghlan Murray bring the Board through the minutes of the last Finance Committee meeting. 3.

Finance Committee - Chairpersons Report No 11 – January 2018

1. Finance Committee – Deirdre Coghlan Murray, Tommy Annesley, Nancy Hughes and Noel Merrick - met on 18th January 2018. Ms Catherine Doran, Ms Lynda Wynne, and Ms Mary Kemmy of KWETB also attended and assisted the committee.
2. As Noel Merrick has been appointed Chair of the Board, Finance Committee recommends that the Board appoint a new Chair and considers whether it is appropriate that Noel Merrick remain on the finance committee. In the meantime, Deirdre Coghlan Murray will report back to the Board as Acting Chairperson.
3. Any conflict of interest or perceived conflicts of interest were declared.
4. Finance Committee noted that the Investigator appointed by the Minister under Section 40 of the Act had sent a draft Report to members of the Board and that a response from the Board was due by 2nd February.
5. The 2016 Accounts were accepted by Finance Committee in July 2017 in advance of the C&AG queries and the notice of an investigation into 2015 Accounts. Finance Committee had recommended that these 2016 Accounts be approved by the Board and that the Chair sign the Statement of Internal Control. Finance Committee had, based on the documentation and explanations received, and having noted that the Audit Committee had communicated its agreement, recommended that the Chairman's Report to the Department of Education and Skills be accepted by KWETB and be signed by the Chairman at its next meeting. Finance Committee recognises that following the C&AG Audit into 2015 Accounts, adjustments may have to be made to the 2016 Accounts but remains confident, based on the information provided, that the 2016 Accounts are a true representation of the accounts.

Based on this, the finance committee recommend the 2016 Accounts be approved by the Board subject to any adjustments or impact of findings by the C& AG audit and the investigation carried out and that the Chair sign the Statement of Internal Control ensuring that this is captured.

Finance Committee notes that a draft set of 2016 Accounts are with the C&AG.

6. Correspondence in relation to funding and strategic planning from SOLAS (2018-2020) was noted. Correspondence from the Secretary General in relation to the timely submission of accounts to C&AG was also noted and a determined effort is being made to have 2017 accounts submitted by the end of March.
7. The final letter of determination of funding for 2017 was received from the DES on 12th January 2018. No letter for 2018 has been received so far this year. Finance Committee reviewed the Service Plan for 2017 against the receipts and expenditure for the year and receipts and expenditure are in line with expectations. Receipts and expenditure are monitored regularly against budget. A draft Service Plan for 2018 was reviewed and a final Plan will be presented at our March meeting.
8. The committee reviewed all payments in excess of €50,000 from January 2017 to date. Having briefly reviewed the cost and terms of some leases, the committee requested that a table of all leases, the cost per sq m. and the length of each lease be made available at the next meeting of Finance Committee.
9. The Finance Officer, Catherine Doran reported on recent meetings of the Finance Officers' Forum. An officer from the Office of the C&AG attended the meeting and highlighted issues regarding:
 - a. School bank accounts
 - b. Outdoor training centres
 - c. Service levels grants
 - d. Managing procurement
 - e. Conflicts of interest

Finance Forum also discussed the handling of parents' councils' accounts and noted a disparity in procedures across the sector. Further work needs to be done in this area.

10. The members of Finance Committee wish to thank Ms Catherine Doran, Ms Linda Wynne and Ms Mary Kemmy for their assistance to the committee.

Noted

4.

Ms Catherine Doran brought the members through the Finance report.

Finance Report for ETB Meeting February 2018

1. Financial allocation received from Department of Education and Skills on 1st February. (Copy attached).

Travel allocation increased by €87,208

Overall Non Pay Allocation (approved spending limit) increased by €153,842 There is still a gap in approved spending limit vs cash grant of €366,205.

2. Indicative funding letter received from SOLAS for 2018. Initial allocation is €28,130,000. Copy attached including SOLAS timelines.
3. 1st Progress report sent to Secretary General on progress of 2017 Annual Financial Statements. We are confident that accounts will be submitted to the Comptroller and Auditor General before 31st March 2018.
4. KWETB submitted a proposal regarding onboarding of suppliers to e-invoicing system to DES. Proposal was successful. Extra resources will be received up to 30th June 2018 to allow completion of the project.
5. Payroll Shared Services – It is hoped that the first two ETB’s will move to Payroll Shared Services in the third quarter of 2018. KWETB have not received any notification of when we will transfer.

Finance Report agreed by the meeting. **5.**

DES - Received 31st January 2018 - Letter of Determination received from Department of Education and Skills

Ms Catherine Doran advised that as part of the KWETB financial allocation for 2018 the travel funding has increased. Ms Doran also advised she does not see any delays in submitting the KWETB 2017 Financial Statement to the C&AG by 31st March 2018. **6.**

SOLAS – Received 12th January 2018 – FET Planning and Funding 2018 Strategic Planning 2018-2020

Cllr Fiona McLoughlin- Healy requested Annual Financial Statements and the remuneration for Board members should be on KWETB website as indicated in the Code of Governance and Compliance. **7.**

Corporate Services

Building Report

Project Location	Type of Project	Status update
Maynooth Ed. Campus	Maynooth Community College, Replacement School for Maynooth Post Primary & PE Hall	Works are approx. 5 weeks behind the contractor’s programme. ESB diversion works are now complete and overall works are 4 weeks ahead of the contract programme.
Naas Community College	Naas Community College - Millennium Park	Stage 2b Submission was delivered to the Department by

		<p>hand on Wednesday, 29th November.</p> <p>It was highlighted once again that the Design Team would appreciate a speedy response along with sanction to proceed with the prequalifying of contractors at the earliest opportunity.</p>
St. Conleth's CC, Newbridge	Standalone Extension	<p>Works temporarily suspended by the DT with agreement of the CE on 8th December pending the production of mandatory building regulation certification and other relevant information from the contractor.</p> <p>A meeting of all parties involved – KWETB, Design Team, Contractor, Contractors Consultants and HSA took place on Tuesday 12th December, 2017. Agreement was reached on the items outstanding and a timeline for receipt and verification of same. Suspension remains in place until such time as the assigned certifier is satisfied that all required documentation is in place.</p> <p>RFT for furniture and equipment uploaded to eTenders with returns deadline Friday 8th January 2018.</p>
Blessington CC	Additional Accommodation	<p>Temporary accommodation consisting of four classrooms, science and woodwork rooms & toilets. Some snags being completed at present.</p>

		<p>Permanent extension included on DoES plan for construction in 2018.</p> <p>Provisional approval received for Sports Capital Grant for all weather pitch</p>
Glenart College (formerly Arklow CC)	New school	The playing field and hardcourts have been completed but final practical completion has not issued as yet as not deemed satisfactory. Safety File remains outstanding. Public Art piece has been installed
Coláiste Bhríde, Carnew	Additional Accommodation	<p>The school has been approved under the Department of Education and Skills six year plan for an extension with construction in 2018. The Schedule of Accommodation is now awaited from the Department of Education and Skills.</p> <p>Purchase of Land: Wicklow County Council agreed to sell former sewerage works area.</p>
Coláiste Chraobh Abhann, Kilcoole	Additional Accommodation	<p>Major extension included on DoES plan for construction 2018.</p> <p>Temporary accommodation consisting of one woodwork room & two classrooms was completed and handed over to the school.</p>
Coláiste Ráithín, Bray	PPP project – new school	Construction is well advanced and project was scheduled for completion in Jan 2018.

		Due to the collapse of one of the partners in Inspired Spaces all projects in Bundle 5 PPP are at a temporary stand still. The NDFA are working with all parties to bring the projects to a successful conclusion.
Avondale CC, Rathdrum	Additional Accommodation	Temporary Accommodation consisting of three classrooms was completed and handed over to the school. Extension approved on DoES plan for construction 2019.
St. Kevin's CC, Dunlavin	Additional Accommodation	Extension approved on DoES plan for construction 2018. The dressing rooms, a Sports Capital Grant project in partnership with the camogie club, was completed & utility connections are due in Jan 2018. Rented temporary accommodation consisting of three classrooms & toilets was completed and handed over.
Scoil Chonglais, Baltinglass	All Weather Play Area	The All-weather pitch that was approved under Sports Capital Grant in partnership with Baltinglass GAA club is awaiting completion of snags
Greystones CNS	New temporary school	Planning approval was granted to DoES for permanent building. Project due for completion as part of Rapid Building programme in 2019. Two prefabricated classrooms

		<p>for 2017/18 additional intake of students have now been completed.</p> <p>Dept of Education has now given preliminary approval for two more additional prefabs for Sept 2018 and Consultant has been appointed.</p>
Gaelcholáiste na Mara	Additional accommodation	<p>The new school is included under the DoES six year plan and a schedule of accommodation has been received.</p> <p>The DoES approved the rental of two classrooms from Wicklow County Board GAA to accommodate additional enrolment.</p>
Block E, Bray Civic Centre	Design and Build - Enabling and Fit Out Works	Car parking fobs issued to teachers and staff. Snagging ongoing.
North Wicklow Educate Together	Minor works to building at Putland Road approved by DoES.	Consultant was procured and the works contract has gone out to tender
Bray Institute of Further Education	Emergency Works Water Tanks	DoES approved Emergency Works to water tanks. Consultant has been appointed and is currently assembling tender documentation and specifications.

Building report agreed by the meeting.

8.

Mary Dillon reported to the Board on building projects. She spoke on the Maynooth Campus project and advised everything was on course for the new campus. KWETB are

working very closely with DES, the Architect and the Contractor to ensure the project is completed on time and on budget. 9.

Naas Community College - KWETB is waiting for sanction from DES to proceed to prequalify contractors for the project prior to going tender for contractor. 10.

Colaiste Raithin - Given the necessity to remain in their current accommodation KWETB is currently in discussion with the landlord regarding extension to the rental agreement for St Andrews. 11.

St Conleth's Newbridge – Stop notice is in place. Following a meeting of all parties (KWETB, DES, HSA, Design Team and Contractors) on 12th December an agreement on plan to achieve full certification was agreed. The site remains closed until such time as certification is produced and checked by design team.

Cllr Fiona McLoughlin-Healy advised she has read the report on St Conleths. She requests going forward the Board be made aware of anything that is being red flagged. KWETB need to be extra vigilant and certification processes need to be strigent. If KWETB are involved in any legal cases the Board need to be made aware and notified. 12.

In relation to Greystones CNS Cllr Jennifer Whitmore expressed grave concern and wondered at what stage should KWETB stop offering school places until accommodation is secured and wonder when the building will start. 13.

Mary Dillon suggested that the Board get a monthly report to keep them up to date between meetings. 14.

Cllr Naoise O’Cearuil requested the Executive should report to the Board if there are any changes in the progress of the Building projects 15.

H.R. / I.R.

Jill Fannin, Acting Principal Officer, Department of Education and Skills, 5th December 2017 confirms the Department has been engaging with DPER and Public Appointments Service (PAS) regarding the filling of the Chief Executive post. PAS indicates that it may be possible to advertise the position on 12 January.

In the past similar competitions have taken a number of months to complete and the Department will advise of the timeframe when they have a clearer picture from PAS.

As the recruitment process will not execute in time for a permanent appointment to be made with effect from Mr Ashe’s retirement, the Department approved the appointment of a chief executive in an acting capacity from the date of Mr Ashe’ retirement.

The appointment of a chief executive is a reserved function of the Board. The Board is to approve the appointment of a chief executive in an acting capacity.

Human Resources Section, 6th December 2017 issued to schools and centres advertisement and information booklet for the filling of acting Chief Executive post. Closing date 15th December. Advertisement included notice that interviews will be held on 20th December 2017.

17th December, Cllr Jim Ruttle, Chairperson KWETB, nominated Mr. Noel Merrick to sit on the interview board. Interviews will go ahead on 20th December.

18th December 2017, Ms. Caroline Colleran, Principal Naas Community National School tenders her resignation.

HR Report agreed by the Board 16.

Chair brought the members through the HR Report. He advised the permanent position of Chief Executive is now advertised by the PMO. 17.

It was requested by the members that all appointments and promotions be notified to the Board as part of the HR Report. Cllr Jennifer Whitmore requested all appointments and promotions backdated to January 2017 be forwarded to the members 18.

(iii) Schools Division

Joe Kelly brought the members through the Director of Schools Report.

Reported Data Breach

On 6 November 2017, a personal data breach was detected at a KWETB post-primary school. The matter was investigated by KWETB personnel and the Data Protection Commissioner was notified. Based on the actions taken by KWETB in relation to the incident, the Data Protection Commission has closed the file on this matter. A number of recommendations have been identified from the KWETB investigation and work on implementation is in progress.

School Building Projects

As noted in the KWETB Building Report, a very significant number of our schools are in the midst of – or preparing to engage in – significant building works projects. In some circumstances, the facilitation of these projects will require temporary changes to school timetables. The KWETB Building Division is working closely with school principals and Board of Management to ensure effective progression. The challenges of suitable school accommodation has resulted in the imposition of enrolment caps in a number of our schools. As reported in local media (see link in footnote¹), a legal case relating to the construction of the extension at St. Conleth’s Community College has concluded. While other matters are yet to be resolved, the ruling does impose an obligation on a subcontractor for the production of

certification relating to the structure. This matter is brought to the Board's attention as it was referred to obliquely during the meeting of 11 October 2017.

The Board will be aware that a 'cease work' notice was served on the contractor by the Employer Representative. Difficulties with contractor certification has been a recurring challenge for this project and the design team has pursued the matter of essential certification since December 2016. The design team, appointed by and on behalf of KWETB, has, effective the 7th December 2017, temporarily suspended work in the school pending the production of mandatory building regulation certification from the contractor for elements of the project for which they are responsible from both a design and construction point of view. The design team is in on going contact with the contractor in an effort to resolve these matters. The mandatory certification is required from the contractor to demonstrate that the relevant Building Regulations standards have been fully and adequately complied with. KWETB cannot take possession of this building until all matters concerning certifications are resolved to KWETB's satisfaction thus ensuring that the best standards of safety and construction are met.

The Board is informed that unsolicited material from a manufacturer not under contract to KWETB was received by KWETB on 22 January 2018. As the material appears to be technical in nature and refers to the St. Conleth's project, it will be forwarded to the design team for observations.

Deputy Principals' Network Meeting

The establishment of a professional learning network for KWETB Deputy Principals (referred to as the Deputy Principals' Network) was formalized on 7 November 2017. At the meeting of the Network – facilitated by a Steering Group comprised of serving Deputy Principals – a number of key professional development topics were addressed. The included:

- Deputy Principal as Leader of Learning in Our Schools
- Communication as a Leadership Tool Using VS Ware and Microsoft Teams
- Wellbeing as a Culture in Our Classrooms
- Tools to Support Classroom Management: Flowcharts to Guide Policy Implementation & Using the 'Bump' Model.

ETB Phase 2 Review Submission: Schools' Directorate

Work on preparing a submission to DES on the Phase 2 stage of ETB reconfiguration is ongoing. For

KWETB Schools' Directorate, opportunities and associated risks were identified with respect to three themes:

- Compliance
- Development
- Innovation

All compliance, development, and innovation opportunities give rise to associated risks. In addition, the areas indicated below relate to national initiatives, such as Junior Cycle Reform, Action Plan for Education 2017, Digital Strategy for Schools 2015-2020, and Looking at Our School 2016: A Quality Framework for Post-Primary Schools, and the Inclusive Education Framework. Key areas to be addressed include:

- Supporting Innovation in Teaching and Learning: The provision of CPD opportunities for teachers and leaders to ensure that student learning experiences are to the highest standard and response to changing needs.
- ICT for Teaching and Learning: the development of an enterprise-standard ICT infrastructure to support and innovation in the use of ICT by teachers and student. As well as teaching and learning considerations, compliance with GDPR requirements will be a key objective.
- Psychological Supports: KWETB is aware of the increased need to provide supports to schools and is of the view that this need is not currently being met with available resources.
- Complaints Processing Procedures: A key feature of a quality education provision is the availability of efficient complaints processing procedures. While nationally agreed procedures are well established, the effective processing of complaints is resource intensive. The net result is that the processing of complaints will increasingly impact of service delivery in other areas in not appropriately resourced.
- Health and Safety: Schools and centres are obliged to ensure that learning environments and workplaces are fit for purpose. The limited resources available to schools and ETBs in this area is an area of significant potential risk.
- Equivalent of Adult Ed Officer or Learning Development Officer or Training Manager
- Data Protection in Schools: Closely linked to the development of a robust ICT infrastructure, schools, centres, leaders, and teachers will require significant training and support to ensure that emerging data protection requirements are met. Outdoor Education Centres: The revision of Junior Cycle provision provides a significant opportunity to embed the importance of Outdoor Education into the curriculum. The development of a dedicated and enhanced funding stream for Outdoor Education Centres would enable their increased influence on the Wellbeing modules of Junior Cycle Education.
- Community National Schools: The recent establishment of Community National Schools is of considerable importance to the provision of State-owned primary education. However, at this critical juncture, the model in as risk of stalling available supports are not enhanced.

Community National School Patrons' Day

On 3 October 2017, ETBI hosted a seminar for Community National School patrons to explore the characteristic spirit of these schools. Matters addressed during the seminar included:

- Articulating the Characteristic Values and Ethos of an ETB School
- Historical Perspectives on Characteristic Spirit in ETB Schools
- Core Values and The Place of Faith – Where are we now?
- Workshop – Future Challenges and Considerations
- Developing a Patron's Framework

Financial Planning for KWETB Schools

Thanks are due to KWETB Finance Section for their current work on enhancing financial management controls in schools. A number of individual review and planning meetings have been conducted, including our two Community National Schools.

Teacher Induction Seminar

Thanks are due to Áine O’Sullivan (KWETB Employee Relations), Conor Power, (Teacher St. Kevin’s CC, Dunlavin, Co. Wicklow), Sharon Coffey (Deputy Principal, Athy College), Ciarán Keegan (Principal, Naas Community College), Wendy O’Sullivan (KWETB), Jayne Hogarty (KWETB Human Resources), and Joan Russell (Education and Training Boards Ireland) for their organization and input to the induction seminar for newly-appointed teachers held on 4 October 2017. Matters addressed included:

- Hints and Tips for New Teachers
- Instructional Leadership
- Using ICT to Enhance Teaching and Learning
- Professional Practice and Dealing With Challenging Situations
- Terms and Conditions of Employment
- The Positive School Environment
- The KWETB Recruitment Process

Thanks are also due to a host of colleagues in the OSD Division for their organization of this important event.

Leadership Positions

Interview for the post of Deputy Principal at Coláiste Lorcaín, Castledermot, took place on 16 November 2017.

I am grateful to our HR Department for their facilitation of extensive Post of Responsibility position interviews for schools that are currently in train. I am also grateful to members of the Board for serving on these important interview panels.

Ard Scoil Rath Iomgháin

We are delighted to confirm that Ard Scoil Rath Iomgháin, Rathangan, is one of over 35 schools all over the country given funding to pilot innovative approaches to tackling educational disadvantage. The School Excellence Fund² will allow schools to trial creative interventions, for a period of 3 years, the intention being that the learning from successful approaches will be shared across the school sector. Examples of the likely themes of projects include:

- Improving outcomes for EAL students
- Improving oral language in pre-school and infant classes
- Improving students’ well-being through Arts
- Cross-sectoral approach to the development of mathematical skills
- Cross-sectoral approach to Science teaching
- Development of students’ computational thinking skills
- Ensuring the attainment of higher ability students
- Improving pupil transitions and parental involvement

The School Excellence Fund (SEF) is intended to encourage innovation and the sort of collaborative practices that can drive improvement in student outcomes in schools. Because of the priority need to seek better outcomes in schools serving students from socio-economically disadvantaged backgrounds, it is envisaged that the SEF will complement the revised DEIS policy of the Department and be introduced on a pilot basis to coincide with the implementation of the revised DEIS scheme in 2017. As part of Cluster Five, Ard Scoil Rath Iomgháin will work with two local primary schools on a cross-sectoral approach to the development of mathematical skills.

Section 29 Appeals to KWETB

Thanks are due to Mary Kenny and Bernie Fitzgerald for their facilitation of KWETB Section 29 appeals. The service of Board members to these sometimes challenging appeal meetings is acknowledged and appreciated.

For the attention of the Board, Table 1 below summarises KWETB Section 29 appeal outcomes from August 2017 to 17 November 2017.

Student	School	Reason for Appeal	Reason for: (a) Refusal to enrol (b)Expulsion (c) Suspension	Date of ETB Hearing/or facilitation if relevant	Outcome of ETB Hearing	Date of DES Appeal –if relevant	Outcome of Appeal to DES
Student A	Glenart Community College	Refusal to enrol-	Student resides outside of the catchment area	The appeal was resolved through facilitation and the child is enrolled in the school			
Student B	CNS Naas	Refusal to enrol	School restricted to a cap of 28, students. The student was not in Category 1 and 2. Enrolment of 28 reached at category 2	7th of September,2017	Appeal upheld. The BOM instructed to enrol student.		
Student C	St Kevin's Community College, Dunlavin	Expulsion	(b) Gross misconduct	15th September,2017	Appeal not upheld	6-11-17	Appeal not upheld
Student D	Naas Community College	Expulsion	(b) Gross misconduct	17th of November, 2017			
Student E	Naas Community College	Refusal to enrol	The school received over 100 students in excess of capped figure. Lottery used to allocate places from category 2. Student not successful in gaining place by lottery.	Date for Hearing to be confirmed			
Student F	Naas Community College	Refusal To Enrol	The school received over 100 students in excess of capped figure. Lottery used to allocate places from category 2. Student not	Date for Hearing to be confirmed			

			successful in gaining place by lottery.				
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TABLE 1: SUMMARY OF SECTION 29 APPEALS AUGUST 2017 TO 17 NOVEMBER 2017

DOS Report agreed by the Board

19.

Board of Management Minutes - Deferred from December Meeting

Signed Board of Management Minutes:

➤ Pipers Hill College	17.05.2017
➤ Colaiste Bhríde Carnew	12.05.2017
➤ Colaiste Chraobh Abhann	11.09.2017
➤ St Conleth's Community College	16.05.2017
➤ St Conleth's Community College	21.09.2017
➤ Colaiste Chill Mhaintain	18.09.2017
➤ Colaiste Chill Mhaintain	28.09.2017
➤ Colaiste Chill Mhaintain	12.10.2017
➤ Colaiste Chill Mhaintain	18.10.2017
➤ Colaiste Chill Mhaintain	06.11.2017
➤ Colaiste Chill Mhaintain	28.11.2017
➤ Naas Community National School	22.11.2017

KWETB meeting February 2018

Signed Board of Management Minutes:

➤ Colaiste Chraobh Abhann	13.11.2017
➤ Colaiste Chraobh Abhann – Emergency Meeting	06.12.2017

Signed Board of Management minutes noted.

Colaiste Chraobh Abhann - Special Educational Needs Policy

Proposed, seconded and agreed by the Board.

20.

(iv) Further Education & Training (FET)

Caitriona Murphy Director of Further Education brought the members thorough the FET Report

FET Report to the KWETB Board Meeting

SOLAS Reporting

- The Statistical Returns for 2017 are due for compilation, review and submission to SOLAS in January 2018. In addition to the number of beneficiaries and certification, KWETB is also required to give a full year report on the progression of beneficiaries. The target number of beneficiaries for 2017 is 16,000 with an approximate breakdown of 6,000 full-time and 10,000 part-time beneficiaries.

- In addition to reporting on the online FARR database, the National Learner Database was introduced in 2017. This involves the transfer of existing learner data from legacy databases and the addition of new learner data. The purpose of the National Learner Database is to ensure that learner outcomes can be tracked longitudinally to better inform planning and development
- KWETB is currently developing a work plan to ensure that data required for submission to the ESF (European Social Fund) for the period 2014 to 2017 inclusive can be compiled and checked. The work plan is a joint effort between FET and OSD as data is required regarding programmes, finance and staffing. This work is part of a national reporting strategy called eCohesion.

KWETB FET Service Plan 2018

- The development of the KWETB FET Service Plan 2018 has commenced and is on-going.
- A KWETB Funding Allocation Request (FAR) will be submitted to SOLAS following the seminar and will be composed of the following:
 - Programme of FET Provision 2018 – data regarding every individual planned course to be submitted via an on-line database
 - Supporting qualitative data on relevant areas identified as part of national policy directives
 - Supporting Business Case
 - Budget 2018 Request
- In a new development, SOLAS has signalled its intention to agree a Strategic Planning and Performance Agreement with each individual ETB which will ensure that:
 - Provision is aligned with the goals of the national FET Strategy and SOLAS Corporate Plan; and
 - Targets are agreed at local level to support and contribute to aggregate national targets.
- Note that each ETB will have unique capacity and contributory targets.

Quality Assurance

- KWETB is continuing to work on an Executive Self Evaluation of its Quality agreements, policies and procedures; the current focus is on the development of a Quality Improvement Plan following the evaluation and gap analysis. It is expected that the ESE will be submitted to QQI by the end of January 2018.
- Applications for validation have been made to QQI for two new programmes including a major Level 6 award in Pneumatics and a second major Level 6 award in Smart Building Technology. The programmes have completed screening and are currently awaiting a decision from QQI's Policy Committee for validation.

New Initiatives

- As part of the national SOLAS research into integrating literacy and numeracy, two case studies were identified in KWETB which will form part of the national report. The consultants have visited the RACE Jockey Traineeship which is part of KWETB's training programme and the Back to Education Initiative course for Healthcare Assistants in Arklow Further Education and Training Centre. It is expected that the case studies will contribute significantly to the development of the strategy.
- A new initiative, a Career Traineeship in Hospitality recently commenced as part of a suite of hospitality and culinary related courses in Marine House, Wicklow. Marine House is a hub for the delivery of hospitality and culinary programmes in the region and planning is currently underway to ensure that the quality of the current programmes is built on and expanded in 2018. It is expected that the Commis Chef Apprenticeship will be delivered in KWETB as part of a wider employer engagement initiative in the hospitality industry.
- SOLAS is currently commencing a review into the Youthreach and Community Training Centre programmes as part of its review strategy. The ESRI has been commissioned to carry out the review and key KWETB personnel (CE, FET Director, AEOs, Training Services Manager, Youthreach Co-ordinators and CTC Manager) have completed tailored, detailed questionnaires in this respect. The Director of Further Education and Training, Caitriona Murphy, is a member of the advisory group for the review. The SOLAS review of PLC has been completed and is still with the Department of Education and Skills for approval for publication. It is expected that VTOS (Vocational Training Opportunities Scheme) will be the next programme to be reviewed.
- The Technology Enhanced Learning (TEL) Strategy is currently in development in KWETB and a staff consultation has been completed. The strategy will be developed based on expert TEL input, feedback from managers and practitioners and with support from colleagues in SOLAS. The draft TEL Strategy will be submitted in early January.

Caitriona Murphy empathised with the parents, students and teachers in relation to the situation in Colaiste Raithin. She advised that she was glad of the opportunity to update the Board on the progress and all of the work carried out by the Further Education and Training Division in 2017. She requested support and feedback from the Board. The FET budget was 29.1m and delivered FET to under 16,000 beneficiaries. SOLAS have indicated a budget for 28.1m for 2018. Caitriona briefed the Board on the report uploaded to MintePad and outlined some priorities for 2018 including the Strategic Performance Agreement with SOLAS for a 3 year plan and commitment to national targets, the re-engagement process with QQI, the implementation of the PLC recommendations and priority building projects for 2018 including a campus for North Kildare (to provide accommodation for Youthreach and VTOS in Leixlip). A request was made to bring any issues in relation to risks including accommodation to the Board and to record, as appropriate, in the FET report. Eileen Cullen updated the Board in relation to the Apprenticeship and Traineeship priorities and the plans for Maine House in Wicklow town.

Mr John Hurley wished to acknowledge the contributions of both Eileen and Caitriona for their input and update.

21.

(a) Department Circular Letters for Adoption

CL0063/2017 : LEADERSHIP AND MANAGEMENT IN PRIMARY SCHOOLS
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0063_2017.pdf

CL0065/2017 : PROTECTION OF EMPLOYEES (FIXED-TERM WORK) ACT 2003 –
IMPLEMENTATION OF AGREEMENT IN RESPECT OF TUTORS EMPLOYED BY
EDUCATION AND TRAINING BOARDS (ETBs)
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0065_2017.pdf

CL0066/2017: Cycle to Work Scheme (Primary, Secondary, Community and Comprehensive
Schools)
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0066_2017.pdf

CL0067/2017 : Leaving Certificate Computer Science
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0067_2017.pdf

CL0068/2017 :Panel access for fixed-term/temporary (this includes substitute) and part-time
teachers to the Supplementary Redeployment Panel for the 2018/19 school year
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0068_2017.pdf

CL0071/2017 : FLEXI TIME SCHEME FOR ADMINISTRATIVE PERSONNEL IN
EDUCATION AND TRAINING BOARDS (Grades III to VII)
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0071_2017.pdf

REVISION TO CIRCULAR 12/96 ON THE EXEMPTION FROM THE STUDY OF IRISH
(National Schools)
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/pc12_96_rev.pdf

CL0081/2017 : Physical Education in Senior Cycle
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0080_2017.pdf

CL 0081/2017: Publication of new “Child Protection Procedures for Primary and
PostPrimary Schools 2017”
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0081_2017.pdf

Graduate Certificate in the Education of Pupils on the Autism Spectrum (AS) for teachers
working with Pupils on the AS in Special Schools, Special Classes or as Special Education
Teachers in mainstream Primary and Post-Primary Schools 2018/2019
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0005_2018.pdf

Graduate Certificate in the Education of Pupils on the Autism Spectrum (AS) for teachers working with Pupils on the AS in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools 2018/2019

https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0005_2018.pdf

Circular Letters - Proposed by Mr John McDonagh, seconded by Cllr Teresa Murray and agreed by the meeting 1.

It was suggested by the Board that any Circular Letters pertinent to Schools should be forwarded to Boards of Management. 2.

Mr John McDonagh advised that circular letters pertinent to schools are forwarded to Principals at Principals meetings. The Principal is the secretary of the Board of Management. 3.

(b) Other Correspondence & Updates

- Commencement of remaining provisions of the Children First Act 2015

Proposed by Cllr Naoise O’Cearuil, seconded by Cllr Nicola Lawless and agreed by the Board 4.

- Obligations under Article 5.3 of the WHO Framework Convention on Tobacco Control (FCTC) in relation to the Tobacco Industry.

Deferred to March meeting

(c) ETBI Correspondence & Matters / Department & Agencies

Minute No. ETB-02-08-18

No. 8 Agenda Motions for Approval
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Minute No. ETB-02-09-18

No. 9 Agenda Policies for Adoption

KWETB Procurement Policy – For review and for adoption at March meeting.

Noted

Board briefly discussed the procurement document which was developed through an ETBI working group and had been signed off by CE’s. The Board were advised any specific queries could be forwarded to Mary Dillon and Joe Kelly and they could be brought back to the forum for discussion.

It was agreed by the Board that KWETB Procurement Officer attend the March meeting and give a report to the Board. 1.

Minute No. ETB-02-10-18

No. 10 Agenda

Outstanding Items from previous meetings

**October 2017 Minutes previously circulated through MinutePad (with Amendments)
Proposed by Mr John McDonagh, seconded by Cllr Naoise O’Cearuil and agreed by the meeting** 1.

**November 2017 Minutes previously circulated through MinutePad (with Amendments)
Proposed by Ms Deirdre Coghlan Murray, seconded by Cllr Nicola Lawless and agreed by the meeting.** 2.

Minute No. ETB-02-11-18

No. 11 Agenda

Matters deferred from previous meetings

➤ **Payment of Legal Expenses**

Cllr Fiona McLoughlin-Healy suggested a small committee be set up with the following terms of reference to review the payment of legal expenses and report back to the Board in one month.

Terms of Reference:

Review of process to appoint Philip Lee

Review of discharge/circumstances re paying the fee

Review re compliance of Code of Practice

Proposed by Cllr Fiona McLoughlin-Healy, seconded by Cllr Reada Cronin and agreed that a 3 member committee be set up to review payment of legal expenses.

Proposed by Cllr Fiona McLoughlin-Healy, seconded by Cllr Nicola Lawless and agreed that Cllr Reada Cronin be appointed to the 3 member committee. 1.

Proposed by Cllr Aoife Breslin, seconded by Cllr Teresa Murray and agreed that Mr John Hurley be appointed to the 3 member committee. 2.

Proposed by Cllr Jennifer Whitmore, seconded by Cllr Naoise O’Cearuil and agreed that Cllr Fiona McLoughlin-Healy be appointed to the 3 member committee. 3.

➤ **KWETB Universal Email Disclaimer –
Unanimously agreed by the Board** 4.

➤ **KWETB Draft Acceptable Usage Policy – For Review and then ratification at next meeting - *Noted***

➤ **Naas Community College Admissions Policy - *Unanimously agreed by the Board*** 5.

➤ **Confey College Admissions Policy - *Unanimously agreed by the Board*** 6.

➤ **Confey College Parents Handbook- *Unanimously agreed by the Board*** 7.

➤ **Greystones Community National School Enrolment Policy- *Unanimously agreed by the Board*** 8.

Nomination to the Board of Management of St Killians Community School, Bray - *Principal of St Killians be contacted re BOM nominee* 9.

- KWETB representative required on the Mid East Region Homelessness Forum (replacement for Des Murtagh) – *Director of Further Education to request replacement nominee* 10.
- KWETB representative required on Board of Management of St Wolstan's Community School Celbridge. – *Proposed by Cllr Nicola Lawless, seconded by Cllr Teresa Murray and agreed that Cllr Readá Cronin be appointed to the Board of Management, St Wolstans* 11.
- Bray Area Partnership - Nomination of Gabriel Allen as replacement Principal BIFE - *Unanimously agreed by the Board* 12.

Minute No. ET-02-12-18

No. 12 Agenda

Establishment of Committees & Nominations to Boards of Management

Minute No. ETB-02-13-18

No. 13 Agenda

A.O.B.

A discussion took place regarding approval of Philip Lee invoices.

It was unclear to members as to why they had been advised they needed to approve the payment and then advised that they did not need to do so as it was an executive function.

Mr Joe Kelly clarified why it was brought to the Board.

- *Transparency – we felt the Board should be aware of a bill that was arose from services to the Board and procured by the Board especially considering they were requesting access to that same legal advice*
- *Direction – we were seeking the opinion of the Board in terms of discharging the bill*
- *Advisory – we were aware that the Board was considering independent legal advice and we needed to ensure that they were aware of potential costs of that decision*

The Executive had no involvement in procurement on Philip Lee and felt very strongly about openness and transparency. The Executive did not need permission of the board to pay the invoices.

In light of threats of high court action the Executive felt it prudent that the bill be paid.

Cllr Fiona McLoughlin Healy made a request for correspondence by Philip Lee stating that Mr Tony Lenehan (Chair of Audit Committee) provided correspondence. She said the board needed as clear a picture as possible how the fees came about.

Cllr Naoise O'Ceairuil commented that Philip Lee was not forthcoming with information. He queried the status of Michael Lanigan with KWETB now and the need for clarity on his remit and when it is complete.

J Whitmore pointed out that KWEB has a year to direct invoices to the Tax Master. It was clarified that Michael Lanigan is enquiring into Philip Lee invoices. Philip Lee has confirmed unit cost from framework. This had been checked against invoices and found to be correct. Former Chair verbally agreed the information.

1.

Signed: Hollan Meiri Date: 27/3/18
(Chairperson)

NEXT MEETING

DATE: 27th March 2018

VENUE: Council Chamber, Wicklow County Council

TIME: 10.30am