

KWETB Board Meeting

Minutes of the Board of KWETB held at Committee Room, Level 2, Aras Chill Dara, Devoy Park, Naas, Co. Kildare on Friday 21st February 2020 at 10.00am

- Present:** Cllr. Daragh Fitzpatrick in the Chair, Cllr. Tom Fortune Vice-Chair, Cllr. Kevin Duffy, Cllr. Angela Feeney, 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. Evie Sammon.
- In attendance:** Dr. Deirdre Keyes C.E., Dr. Rory O'Toole Director of Schools, Mr. Joe Kelly Director of OSD, Mr. Ken Seery Director of FET, Ms. Bridget Daly Lynam KWETB, Ms. Rose Murray KWETB, Ms. Orla Kealy KWETB, Ms. Mary Kemmy KWETB.
- Apologies:** Ms. Alice O'Donnell, Cllr. Lourda Scott, Cllr. Bernard Caldwell, Cllr. Íde Cussen, Cllr. Anne Ferris,
- Absent:** Mr. Caoimhe Molloy

AGENDA

- 1) Conflicts of Interest/Disclosure of Interests**
- 2) Apologies, Sympathies & Congratulations**
- 6) Matters for approval, noting or adoption**

6.2 Approval:

- a. [KWETB Service Plan 2020](#)

Minute ETB 01-02-20

No. 1 Agenda
Conflicts of Interest/Disclosure of Interests

No Conflicts of Interest declared.

Minute ETB 02-02-20

No. 2 Agenda
Apologies, Sympathies & Congratulations

Apologies: Ms. Alice O'Donnell, Cllr. Lourda Scott, Cllr. Bernard Caldwell,
Cllr. Íde Cussen, Cllr. Anne Ferris,

Minute ETB 06-02-20

No. 6 Agenda
Matters for Approval, Noting or Adoption

6.2 Approval

The Chief Executive addressed the meeting explaining that the service plan represents the yearly implementation of KWETBs Corporate Plan/Statement of Strategy. It includes a description of the services and priorities for the year as well as an indicative budget. It differs from the Statement of Strategy, which spans a longer period, and is more operational in its focus.

It was clarified that approval of the Service Plan was a statutory and reserved function of the Board, prior to presenting it to the Department of Education & Skills by March 1st. She advised that in line with the Code of Governances, 2019, that it had been presented to the Finance Committee and approved at its meeting of 13th February 2020.

She invited each Director to give an overview of the services for which they were responsible.

The Director of Organization Support & Development Mr. Joe Kelly gave an overview of his responsibilities, stating that it comprised of Human Resources, Finance, Corporate Services and ER/IR. He identified the goals of KWETB and spoke of the vision and purpose of OSD in the service plan. He referred to the OSD Strategy

confirming that it should be completed by end of Q1 and will realign with the overall KWETB Statement of Strategy.

The Director of Further Education Mr. Ken Seery briefed the members on the Statement of Services under FET and advised that KWETB are currently working on developing the FET brand which incorporates a new website. He stated that KWETB have signed a three year strategic performance agreement with SOLAS which identifies a series of strategic priorities. He confirmed that SOLAS have allocated an indicative budget of 28.9m for 2020.

The Director of Schools, Dr. Rory O Toole gave an overview of statement of services for schools advising that the curriculum is in line with reforms identified by the Department of Education and Skills. He stated that several strategic objectives for KWETBs schools division will commence during the year. He advised of the schools division aims and referenced a number of strategic goals within the service plan.

Mr. Noel Merrick referred to the finance meeting of 13th February, 2020, where the draft service plan was presented. He read the following abstract from the minutes of that meeting:

“Ms Catherine Doran and Ms Lynda Wynne presented the draft Service Plan for 2020. Having discussed the plan in detail and having received explanations and clarifications, the committee recommends the adoption of the Service Plan by the Board of KWETB. This recommendation was proposed by Margaret Hogan, seconded by Peter Hamilton and agreed by the committee”.

Ms. Catherine Doran, Finance Manager advised of the different financial responsibilities of the Finance Section, confirming the different parties that provide funding to KWETB. She brought the members through the projected receipts and expenditure figures contained in the Service Plan and stressed to the members that the 2019 figures were not yet audited. She also confirmed that figures presented may change as they are projected.

Ms. Linda Wynne, Finance Administrative Officer brought the members through a breakdown of the capital funding. Cllr. Kevin Duffy queried the capital expenditure regarding signed contracts and the Chief Executive clarified that all figures are subject to Department of Education & Skills approval. Cllr. Patsy Glennon queried Youth Employment initiative figures asking why it was so low in comparison to the previous year. Ms. Linda Wynne confirmed that it is only an allocation for six months. Mr. Stephen Horan asked for clarification regarding the underspend in FET and also what the reference ‘Open Call’ meant. Ms. Catherine Doran stated that the under spend

mostly related to allowances and the delayed start of some apprenticeship courses. The Director of FET explained Open Call stating it was a specific opportunity for ETBs to propose projects funded under Skills to Advance to innovate employer engagements.

Cllr. Kevin Duffy raised his concern regarding the shortage of places for learners in KWETB schools and asked if this Service Plan could address the issue or if the Board could make a submission to the Department of Education & Skills raising KWETBs concerns. The Chief Executive clarified that the allocation of school places/new schools were driven by the forward planning unit of the Department. KWETB do engage regularly with them in terms of alerting to possible shortages. The Director of Schools outlined that this issue would be addressed in our Statement of Strategy as it has a boarder implication in terms of school buildings and also issues around teacher supply.

Cllr. Angela Feeney stated that the Service Plan read very well and queried if it was a template that all ETBs used or if it was possible to add an appendix. The Chief Executive confirmed that it was not a national template but that it did meet the requirements as set out by the Department. The Chief Executive confirmed that it would be a set template next year and that it is currently being devised by ETBI and the Department of Education & Skills.


A discussion took place in relation to providing accommodation. The Chief Executive explained that with the new Admissions Bill, schools would have to start reviewing regional responses, analyse and predict future demand collectively. The Director of Schools stated that in the next three years it is predicted that there will be a drop off in students in the Post Primary area due to a dip at Primary level. Cllr. Tom Fortune stated that this could be a serious issue for schools and that it would be useful if the Department of Education & Skills communicate this. Mr. Noel Merrick stated that there were a lot of schools on the Department of Education & Skills list 2016-2020 some of which are not even started yet. It was noted that it is a very slow process and that the Department of Education & Skills have PPS numbers for children and therefore are aware of required places in each area.

Ms. Deirdre Donovan asked for clarification regarding the Service Plan stating that there was no mention of the parent as is the legal voice of the student. She also noted that there was no reference to demand for places in ASD units. The Chief Executive clarified that both the parent and learner voice are to be captured in the Statement of Strategy. She clarified that there will be a questionnaire inviting input from parents and learners as required by the consultation informing the Statement of Strategy. In relation to ASD units she referred to the inclusion priority in the Service plan (Table 5). It was noted that is the NCSE that has responsibility for the allocation of ASD units/Special classes.

The Chair thanked board members for their attendance and input.
The Chief Executive clarified again that this was a yearly plan and the Statement of Strategy was for a period of 4/5 years and would also be brought to the Board for adoption. She welcomed the engagement to date of the Board in this process.

KWETB Service Plan 2020

Proposed by: Cllr. Kevin Duffy.
Seconded by: Mr. Stephen Horan.
And agreed.

Signed:  Date: 01/06/2020
Cllr. Daragh Fitzpatrick

(Chairperson)