

**KWETB Board Meeting**  
**Minutes of the Board of KWETB held at Athy College, Athy, Co. Kildare on**  
**Tuesday 14<sup>th</sup> January 2020 at 10.30a.m.**

- Present:** Cllr. Daragh Fitzpatrick in the Chair, Cllr. Tom Fortune Vice-Chair, Cllr. Bernard Caldwell, Cllr. Íde Cussen, Cllr. Kevin Duffy, Cllr. Angela Feeney, Cllr. Anne Ferris, Cllr. Patsy Glennon, Cllr. Peter Hamilton, Mr. Stephen Horan, Mr. Noel Merrick, Cllr. Paul O'Brien, Ms. Deirdre O'Donovan, Mr. David O'Gorman, Cllr. Lourda Scott
- In attendance:** Dr. Deirdre Keyes C.E., Mr. Joe Kelly Director of OSD, Mr. Ken Seery Director of FET, Ms. Mary Dillon KWETB, Ms. Bridget Daly Lynam KWETB, Ms. Rachel Fox KWETB, Ms. Orla Kealy KWETB, Ms. Abbie Kelly KWETB
- Apologies:** Ms. Caoimhe Molloy, Ms. Alice O'Donnell, Cllr. Evie Sammon. Cllr. Paul O'Brien and Cllr. Anne Ferris gave apologies for their early departure at 12:51pm
- Absent:** Mr. Gerard Gallagher

**Presentation**

Ken Seery Director of Further Education and Training made a presentation on FET Provision in KWETB. **See Appendix 1.**

Mr Richard Daly Principal Athy College welcomed the members to Athy College, gave a brief history of the area, and invited members to attend an event to mark the school's 80<sup>th</sup> anniversary. Ms Emma Kearns, 5<sup>th</sup> Year Student gave an account of her experience in Athy College. She explained that transition year was trialled for the first in 2018/2019 and she would highly recommend it as it opened her up to new opportunities and experiences. She spoke of the opportunities available to students in Athy College. Due to her experience in transition year, she was quite happy to speak before the board. Her extra-curricular activities have continued in 2019/2020.

## AGENDA

### **1) Conflicts of Interest/Disclosure of Interests**

### **2) Apologies, Sympathies & Congratulations**

- Vote of Sympathy to the family of Ms. Hilary Anne Murray Board Member
- Vote of Sympathy to the family of an Athy Alternative Project Tutor
- Vote of Sympathy to the family on the death of a Youthreach Coordinator's mother-in-law

### **3) Adopting the Minutes of previous meetings – signing by Chairperson**

- 3.1 Minutes of Board meeting of 12th November, 2019

#### **In Committee Session**

- Approval of Minutes of in camera meeting 12th November 2019

### **4) Matters arising from the minutes**

### **5) Corporate Governance Programme**

### **6) Matters for approval, noting or adoption**

#### **6.1 Adoption:**

- a. Code of Practice for the Governance of ETBs Circular Letter 0002/2019
- b. Standing Orders - 11.3 Unruly Behaviour deferred from November
- c. Standing Orders - 3.3 Times of Meetings deferred from November
- d. Standing Orders - Appendix 2 Changes to Agenda Layout
- e. KWETB Anti-Fraud/Corruption Policy
- f. KWETB Protected Disclosure Policy & Procedures
- g. KWETB Corporate Procurement Plan
- h. Updated Terms of Reference for KWETB Nomination Committee

#### **6.2 Approval:**

- a. Approval of Parent, Staff, Board of Management Nominees to KWETB Schools Boards of Management, KWETB Audit & Risk Committee and KWETB Finance Committee
- b. Appointment of Chairs to Board of Managements of KWETB Community National Schools
- c. Schools Admissions/Enrolment Policies
  - (i) Admissions Policy for Greystones Community College (Interim)
  - (ii) Polasaí Iontrála Ghaelcholáiste Mhaigh Nuad 2020 Cáipéis eatramhacha
- d. Road Realignment Maynooth (KCC)
- e. KWETB Corporate Safety Statement

#### **6.3 For Noting:**

- a. KWETB Boards of Management Minutes
- b. KWETB Boards of Management Policies
- c. KWETB Risk Management Framework
- d. DPE 022/006/2019 - Update of the Public Spending Code (PSC)

## **7) Chief Executive's Report**

- a. Replacement of Board Members
- b. Buildings Report
- c. Youth Funding Changes for 2020 (New DCYA Targeted Youth Funding Scheme)  
(Presentation)
- d. Board of Management Training Programme 2020
- e. 2017/2018 Audited Accounts
- f. C&AG Review of Leases/Licences
- g. 2019 Financial Statement timeframe
- h. New Schools (appointment of Single Manager)
- i. Statement of Strategy

## **8) Committee Reports**

- 8.1 KWETB Audit and Risk Committee Report
- 8.2 KWETB Finance Committee Report
- 8.3 KWETB Nominations Committee Report

## **9) Financial Management**

- 9.1 Report from Finance Officer

## **10) Risk Management - KWETB Corporate Risk Register**

## **11) Correspondence – For the Board**

## **12) Members Business/Questions**

### **Minute ETB 01-01-20**

No. 1 Agenda

Conflicts of Interest/Disclosure of Interests

No Conflicts of Interest were declared.

### **Minute ETB 02-01-20**

No. 2 Agenda

Apologies, Sympathies & Congratulations

Apologies: Ms. Caoimhe Molloy, Ms. Alice O'Donnell and Cllr. Evie Sammon

Sympathies:

The Chairperson spoke of the passing of KWETB Board Member Hilary Anne Murray who is also a member of staff of KWETB. He outlined her contribution and commitment to KWETB and to her work with ACTAL. He offered his sympathies to her family.

The Chairperson also offered condolences to the family of Alan Ryan KWETB Tutor in Athy Alternative Project. The chairperson also offered condolences to the family on the death of a Co-Ordinators mother in law.

A minute's silence was observed, all members standing.

### Minute ETB 03-01-20

#### No. 3 Agenda

##### Adopting the Minutes of Previous Meetings – Signing By Chairperson

##### 3.1 Minutes of Board Meeting of 12<sup>th</sup> November 2019

Proposed by: Cllr. Bernard Caldwell

Seconded by: Cllr. Peter Hamilton

And agreed.

Proposal to go In Committee to approve minutes of the In Committee meeting of November 12<sup>th</sup> 2019.

Proposed by: Cllr. Bernard Caldwell

Seconded by: Cllr. Peter Hamilton

And agreed.

Minutes of In-Camera Board Meeting 12<sup>th</sup> November 2019 presented in-camera. The minutes are not published on the KWETB website but are available to the Department of Education and Skills and to the Audit and Risk Committee and Comptroller and Auditor General.

### Minute ETB 04-01-20

#### No. 4 Agenda

##### Matters Arising from the Minutes

### Minute ETB 05-01-20

#### No. 5 Agenda

##### Corporate Governance Programme

Director of OSD, Mr Joe Kelly, briefed the board on progress with the Corporate Governance Programme stating that it was 90% complete hoping to be completed by end of Q1 2020. A Steering Group was established with its first meeting due on January 28<sup>th</sup> 2020 at which 10 items will be presented for sign off.

Noted.

### Minute ETB 06-01-20

#### No. 6 Agenda

##### Matters for Approval, Noting or Adoption

##### 6.1 For adoption

##### **a. Code of Practice for the Governance of ETBs Circular Letter 0002/2019**

The Chief Executive presented the Code of Practice to the Board for adoption in full following their training on the code.

Proposed By: Cllr. Angela Feeney

Seconded By: Cllr. Bernard Caldwell

And agreed.

**b. Standing Orders - 11.3 Unruly Behaviour deferred from November (See Appendix 2)**

To remove 11.3 Unruly Behaviour from the standing orders.

Proposed by: Cllr. Tom Fortune

Seconded by: Cllr. Daragh Fitzpatrick

And agreed

**c. Standing Orders - 3.3 Times of Meetings deferred from November (See Appendix 2)**

Following a lengthy discussion during which members argued for and against the changing of the start time of Board meetings it was decided by a majority vote that the time remain 10.30a.m.

Proposed by: Cllr. Anne Ferris

Seconded by: Cllr. Lourda Scott

And carried by a majority vote.

**d. Standing Orders - Appendix 2 Changes to Agenda Layout (See Appendix 2)**

All suggested changes to the Agenda Layout as per Appendix 2

Proposed by: Cllr. Angela Feeney

Seconded by: Cllr. Kevin Duffy

And agreed

**e. KWETB Anti-Fraud/Corruption Policy**

Director of OSD, Mr Joe Kelly, explained it was a sectoral policy which was developed with all ETBs. The policy suits KWETB as it addresses the assessment of gaps and weakness. It is hoped to be ready for sign off next week. Cllr. Kevin Duffy asked if KWETB had a gift/hospitality policy which specified that no staff member received gifts. Mr Joe Kelly replied that it is discouraged and KWETB have contacted suppliers to inform them. Ms Deirdre O'Donovan asked if it included students giving presents each year to teachers, putting unnecessary pressure on parents. Cllr. Lourda Scott asked if it was something Boards of Managements could look at. The Chief Executive said that it mainly happens at primary school level and that she would talk to principals and get their views.

Proposed by: Cllr. Kevin Duffy

Seconded by: Ms. Deirdre O'Donovan

And agreed.

**f. KWETB Protected Disclosure Policy & Procedures**

Director of OSD, Mr Joe Kelly, spoke to the importance of this policy. The objective is to provide a safe and secure environment for protected disclosures to be made by staff without any fear of repercussions.

Proposed by: Cllr. Anne Ferris

Seconded by: Cllr. Lourda Scott

And agreed.

### **g. KWETB Corporate Procurement Plan**

Ms Mary Dillon explained the purpose of KWETB Corporate Procurement Plan in ensuring that the Board is compliant with national and EU regulations on procurement and that the Board achieves best value for money. A presentation was made to the Audit & Risk Committee. The committee approved the plan and recommend it to the Board. A discussion ensued during which members brought up concerns about local suppliers, value for money and the need to compliant with procurement regulations. Specific items mentioned were school uniforms and the hire of buses. Cllr. Angela Feeney, member of the Audit & Risk Committee, informed members that she got great comfort from the presentation of the plan at a recent Audit & Risk Committee meeting. She stated that KWETB need to have it in place given its previous history to guide the process into the future and supports compliance. Cllr. Noel Merrick emphasised the importance of following agreed models at national level to ensure compliance. Ms. Deirdre O'Donovan requested that the KWETB Procurement Officer would attend and make a procurement presentation to the Board. Director of OSD, Mr. Joe Kelly, agreed to make the arrangements and to make an organisational chart available to members. The Chief Executive pointed out that this is the KWETB Procurement Plan and that the Board has already approved a sectoral Procurement Policy.

Cllr. Tom Fortune and Cllr. Patsy Glennon wished to have their concerns noted around local suppliers who support the schools when they look for sponsorship but do not qualifying to tender for business and their doubts that KWETB actually achieve value for money noted.

Proposed By: Cllr. Angela Feeney

Seconded by: Cllr. Kevin Duffy

And agreed.

### **h. Updated Terms of Reference for KWETB Nomination Committee**

Ms. Deirdre O'Donovan has invited Board Members to comment on the Terms of Reference within a three week period. The Nominations Committee will then meet and prepare a final draft for the next board meeting.

Deferred to the next meeting.

## 6.2 For Approval

### **a. Approval of Parent, Staff, Board of Management Nominees to KWETB Schools Boards of Management, KWETB Audit & Risk Committee and KWETB Finance Committee**

KWETB Schools Boards of Management

Naas CNS: Ms. Norma Flynn

Proposed by: Ms. Deirdre O'Donovan

Seconded by: Cllr. Bernard Caldwell

And agreed.

Coláiste Chiarain (Leixlip): Ms. Noreen Sullivan

Proposed by: Ms. Deirdre O'Donovan

Seconded by: Cllr. Bernard Caldwell

And agreed.

KWETB Audit & Risk Committee

Nominee: Alan Richardson

Proposed by: Ms. Deirdre O'Donovan

Seconded by: Cllr. Íde Cussen

And agreed.

Nominee: Kerrie Sheehan

Proposed by: Cllr. Íde Cussen

Seconded by: Ms. Deirdre O'Donovan

And agreed.

KWETB Finance Committee

Nominee: JJ Power

Proposed by: Cllr. Daragh Fitzpatrick

Seconded by: Cllr. Bernard Caldwell

And agreed.

## **b. Appointment of Chairs to Board of Managements of KWETB Community National Schools**

Brannoxtown CNS

Nominated Chair Name: Ms Deirdre O'Donovan

Proposed by: Cllr. Anne Ferris

Seconded by: Cllr. Bernard Caldwell

And agreed.

Greystones CNS

Nominated Chair Name: Ms. Alice O'Donnell

Proposed by: Cllr. Daragh Fitzpatrick

Seconded by: Cllr. Íde Cussen

And agreed.

Naas CNS

Nominated Chair Name: Ms Sorcha O'Neill

Proposed by: Cllr. Anne Ferris

Seconded by: Cllr. Íde Cussen

And agreed.

Cllr. Íde Cussen raised the issue of not having sight of the proposals and agreement for nominations to Boards of Management through board of Management minutes.

A discussion took place on the role and responsibility of the ETB in relation to policy and decision making in trustee schools. The Chief Executive undertook to report to the Board at the next meeting.

**c. Schools Admissions/Enrolment Policies**

The Chief Executive informed the board that the two schools had been established. She stressed the importance of an interim admissions policy with enrolment starting 2020.

**(i) Admissions Policy for Greystones Community College (Interim)**

For Greystones the interim accommodation is an issue so KWETB have capped enrolment at 96 students with the proviso that if less than 96 enrolled the number will be capped at the final application number at the end of January 2020. Cllr. Lourda Scott raised concerns to a line in the policy with a May 2020 date by which parents would be informed about the failure or success of an application. It was agreed that the line would be deleted. Ms. Deirdre O'Donovan raised her concerns about schools become oversubscribed. She stated that ETBs should give priority to Community National Schools going to ETB secondary schools giving continuity of Ethos and choice. The Chief Executive stated that for the present there would be common recruitment to ensure every child gets a place. The Chief Executive assured Mr David O'Gorman that the policy was in line with all relevant legislation.

Proposed by: Cllr. Lourda Scott

Seconded by: Cllr. Tom Fortune

And agreed.

**(ii) Polasaí Iontrála Ghaelcholáiste Mhaigh Nuad 2020 Cáipéis eatramhacha**

With respect to Gaelcholáiste there is no cap on enrolment, the school may start with one or two classes as numbers grow.

Proposed by: Cllr. Daragh Fitzpatrick

Seconded by: Cllr. Angela Feeney

And agreed.

An ETB nominee to the BIFE Board of Management is to be contacted in relation to taking up their place. Mr David O'Gorman requested that an ETBI Board of Management booklet be distributed to all Boards of Managements in hard copy format. The Chief Executive agreed to make arrangements.

**d. Road Realignment Maynooth (KCC)**

Members asked for clarity on some of the aspects of the map provided and agreed that the alignment of the road would improve safety in the area.

Proposed by: Cllr. Angela Feeney

Seconded by: Cllr. Peter Hamilton

And agreed.



**e. KWETB Corporate Safety Statement**

Ms Mary Dillon explained it was previously brought to the board and approved but with an out of date appendix this has been rectified in the version before the board today.

Proposed by: Cllr. Anne Ferris

Seconded by: Cllr. Noel Merrick

And agreed.

6.3 For Noting

**a. KWETB Boards of Management Minutes**

The Board noted that the minutes that were available were not up to date. The Chief Executive said that she would work with the Director of Schools, Dr. Rory O’Toole, so that all minutes are up to date. Cllr. Noel Merrick pointed out that as Boards of Management were only put in place recently, they may not have yet approved minutes.

Noted.

**b. KWETB Boards of Management Policies**

Noted

**c. KWETB Risk Management Framework**

Director of OSD, Mr Joe Kelly, confirmed that the Audit & Risk Committee has signed off on the Risk Management Framework.

Noted.

**d. DPE 022/006/2019 - Update of the Public Spending Code (PSC)**

Noted.

**Minute ETB 07-01-20**

No. 7 Agenda Chief Executive’s Report
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Chief Executive gave a verbal report on the following:

**a. Replacement of Board Members**

The Chief Executive spoke to the sad circumstances of the passing of a board member and informed the KWETB Board that an election process for a female staff representative will commence shortly.

With reference to the second vacancy due to the resignation of the IBEC representative, the board has the option to go back to IBEC or go to the list of specified bodies. It was agreed in relation to the second vacancy that a list of the previous female candidates within that category Business Industry and Employers would be drawn up and their credentials made available to the board. Prior to this, the nominated organisations would be contacted to see if those nominations still stand.

**b. Buildings Report**

In relation to the ministerial directive on Bray Institute of Further Education, to cooperate with a master planning project the Chief Executive informed the Board that she had attended a meeting with the department on the initial stages and was not in a

position to make details public at this stage. She agreed that under the Buildings Report an interim report on progress on the master plan would be included. Members highlighted concerns in relation to an active email campaign and noted that the tone did not reflect well on KWETB. One member who is a member of the board of management of Bray Institute of Further Education pointed out that no official campaign on behalf of the board of management has commenced.

The Chief Executive intends on writing to the school and talk with staff. Some members expressed concern about safety issues on a shared campus.

Mr. Joe Kelly, Director of OSD gave an update on Pipers Hill campus informing members that an up to date report and minutes are available on the boards Sharepoint site. In the interest of transparency are now engaging with an engineer to seek costings on the actions given in the report to see if funding can be obtained from the Department of Education and Skills.

#### **d. Board of Management Training Programme 2020**

ETBI have responsibility for Boards of Management training. KWETB is working with a group of principals to do some initial Boards of Management training, using standard presentations from ETBI and grouping the schools together. Initially, there will be Boards of Management induction with reference to child safeguarding responsibilities. It is hoped to commence training this term.

#### **e. 2017/2018 Audited Accounts**

The accounts for 2017 and 2018 have been signed off by the Comptroller & Auditor General. They are currently with the Department of Education and Skills. Once they are laid before the Houses of the Oireachtas KWETB will publish them. A member raised the issue of school/parents associations' accounts being made available to parents each year, the Chief Executive to note.

#### **f. C&AG Review of Leases/Licences**

The Chief Executive informed the board that the Comptroller & Auditor General has commenced a national review of all ETB leases and licenses. KWETB does not yet have a commencement date

#### **g. 2019 Financial Statement Timeframe**

The March meeting will not take place until the 24<sup>th</sup> as the accounts have to be finalised and brought before the Audit & Risk Committee and the Finance Committee before they are brought to the Board.

#### **h. New Schools (appointment of Single Manager)**

The Chief Executive proposed Director of Schools Dr. Rory O'Toole as single manager for Greystones Community College and Gaelcholáiste Mhaigh Nuad in the absence of a Board of Management.

Agreed by the board.

#### **i. Statement of Strategy**

The Chief Executive thanked board members for their attendance at the consultative meeting in Wicklow. She has since consulted with staff. The project is now onto stage two. The Chief Executive will bring a report on progress to the next meeting.

Cllr. Peter Hamilton wanted to acknowledge the Maynooth Education Campus, the updates and continuous monitoring of the project with timelines and space so tight.

**c. Youth Funding Changes for 2020 (New DCYA Targeted Youth Funding Scheme) (Presentation) See Appendix 3**

KWETB Youth Officers Ms. Lorraine Flynn and Mr. Eric Caffrey gave a presentation on the new UBU funding scheme July 2020. After the presentation, they took questions from the members.

**Minute ETB 08-01-20**

No. 8 Agenda

Committee Reports

8.1 Audit and Risk Committee Report

Noted

8.2 Finance Committee Report

Noted

8.3 Nominations Committee Report

Noted

Cllr. Noel Merrick said it might be useful for a short report from the Audit and Risk, Finance and Nominations committees. He also encouraged members to read the reports.

**Minute ETB 09-01-20**

No. 9 Agenda

Financial Management

9.1 Report from Finance Officer

Noted.

**Minute ETB 10-01-20**

No. 10 Agenda

Risk Management

KWETB Corporate Risk Register

Ms. Deirdre O'Donovan wanted to know if the document attached was the complete risk register or just a snapshot. Director of OSD, Mr. Joe Kelly, replied that KWETB has four risk registers and that the one provided to board is the Corporate Risk register, which contains the big-ticket risks that are identified. Ms. Deirdre O'Donovan wished to know if the entire Risk Register would be made available to the Board. Cllr. Bernard Caldwell state that he did not think that was necessary as that is why the Audit and Risk Committee exist. Ms. Deirdre O'Donovan stated that she thought that nine items seemed very small in such a large organisation. The Chief Executive replied that it is based on best practice guidelines from Irish Public Bodies.

### Minute ETB 11-01-20

No. 11 Agenda  
Correspondence – For the Board

The Chairperson undertook to circulate a letter from the law society to the Board later in the day.

### Minute ETB 12-01-20

No. 12 Agenda  
Members Business/Questions

Cllr. Lourda Scott raised the question of how much spend is on chaplains in ETB schools asked if the figure of €10m in a newspaper report was accurate. The Chief Executive informed her that KWETB have a model agreement with the diocese and has only three chaplains with schools who come with teacher allocations. Cllr. Noel Merrick stated that community schools might be that but he suspected that they had added a lot together to arrive at that figure in the report.

Mr. David O’Gorman asked if progress had been made in the setting up of a Youthreach management committee. Director of Further Education and Training, Mr. Ken Seery, informed the board that KWETB are developing a draft Terms of Reference and there is a meeting later in the week and a proposal will be brought back to the KWETB Board when it is complete. Mr. David O’Gorman wanted to know if that would include all seven and Mr. Ken Seery said it did.

The Chairperson and Chief Executive acknowledged the service given by Ms. Mary Dillon and wished her well on her upcoming retirement. Mr. Stephen Horan also wished Ms. Dillon well on her retirement.

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



(Chairperson)

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

1/06/2020

Appendix 1



# What is FET?

Kildare and Wicklow Education and Training Board – Further Education and Training Service

## Further Education and Training – Definition



## Services

- Adult Basic Education Service
  - Adult Education Guidance Service
  - Apprenticeships
  - Back to Education Initiative
  - Blended Learning
  - Bridging and Foundation Programmes
  - Community Education
  - Community Training Centre
  - Evening Training
  - Local Training Initiatives
  - Youthreach
- Post Leaving Certificate (PLC)
  - Prisoner Education Programmes
  - Recruitment Service
  - Skills for Work Programme
  - Specialist Training for People with Disabilities
  - Specific Skills Training Programmes
  - Traineeships
  - Upskilling/reskilling options for those in employment
  - Vocational Training and Opportunities Scheme (VTOS)

## Numbers and Budget

Circa €30,000,000 from SOLAS

- Major cost categories (rounded)
  - €11,200,000 Pay
  - €8,600,000 Programme costs (Heat, light, power etc)
  - €8,500,000 Allowances
  - €1,800,000 Rent
  - €1,000,000 Division Staff and admin cost

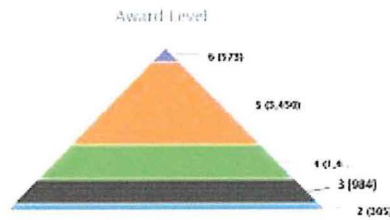
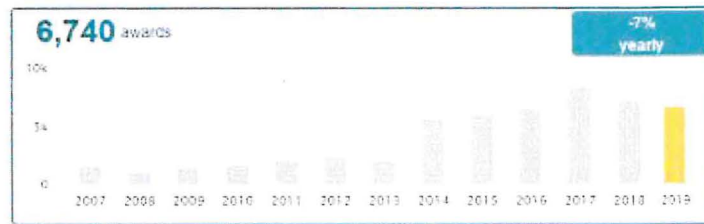
Capital budget is separate and also funded by SOLAS – Varies year to year, 2019 had an allocation of €750,000

Projected number of beneficiaries for 2019 was 12,441 for SOLAS funded services

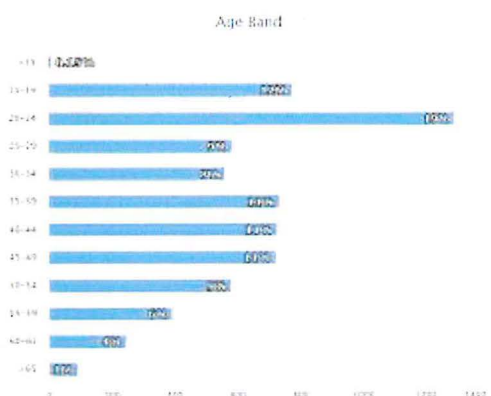
>€2,200,000 for Youth Services

PLC staff and DES allocation will be moved to the 2020 FET budget

Info – KWETB  
 QQI awards  
 (non-QQI not  
 included)



## Titles and Ages



## Strategic direction of FET

- SOLAS
  - 6 Target Areas
    - More learners securing employment from provision which primarily serves the labour market (1,500)
    - More learners progressing to other further or higher education courses from provision which is primarily focused on this purpose (990)
    - Increase in certification rate on courses primarily focused on transversal skills development (818)
    - Increase in adults seeking FET level provision engaging in lifelong learning interventions (4388)
    - Increase in learners securing relevant qualifications in sectors where employment growth/skills needs have been identified (1462)
    - New apprenticeship and trainee registrations in the period 2017 to 2019 (436)
  - Funding other supports and areas that are not strategic change drivers

## Strategic direction of FET

### A desire to change programme funding structure over the next 3 years

- i.e. VTOS, BTEI or Traineeship individually funded based on the number of learner -> single FET service funding

### "FET college" a location with all FET services at the same location

- Challenging but beneficial

### Planning process drives change

- Direction from SOLAS on funding parameters (Reflecting DES priorities)



# How?



Branding - Simplify for our clients



Focus on development of single centres



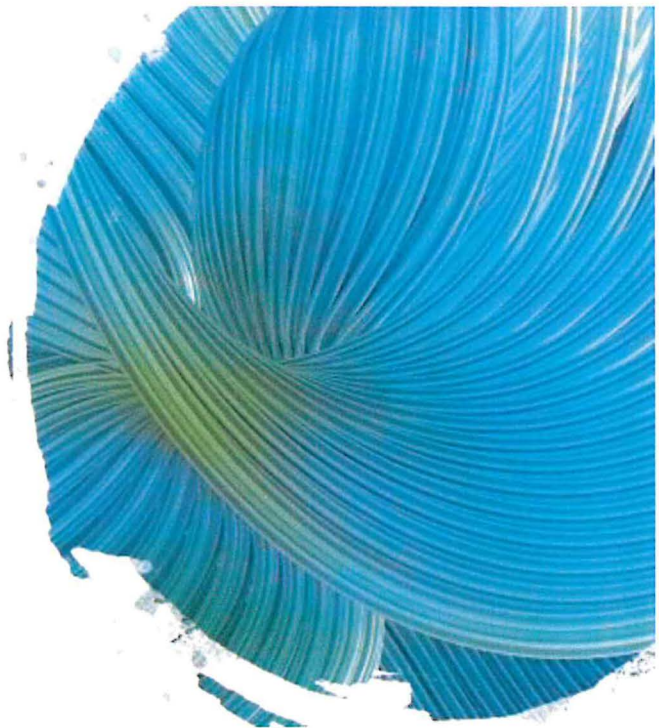
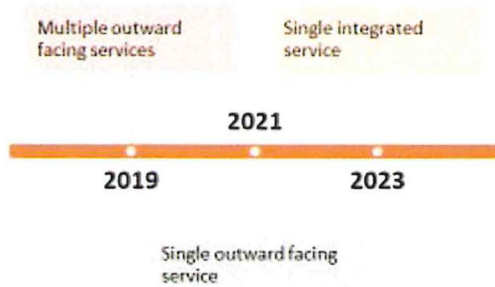
Using the reduction of a traditional cohort (unemployed) as an opportunity to integrate and support services - VTOS is a current risk area (50% of adult education budget in 2019)



Some Challenges

Engaging stakeholders (SMT, Staff Reps, Staff, SOGAs, other ETBs)  
Maintain F&Cs  
Infrastructure and facilities  
EPD - Technology in the classroom

## KWETB FET Vision



## Appendix 2

For Discussion at Board Meeting on January 14th 2020		
Section	Static Text	Suggested Text
<b>3. Convening of Meetings</b>		
3.3.	For consideration by the board:  The ordinary bimonthly meetings of the KWETB Board shall be held on the second Tuesday of the month commencing at 10.30 and shall terminate at a time not more than 90 minutes from the appointed commencement time of that Meeting.	
<b>11. Disorderly Conduct</b>		
11.3	For consideration by the board:  If the Chairperson requests a Member to leave the meeting for instances of disorderly conduct, the Member shall retire from the meeting or objection.	
<b>Appendix 2 Template Agenda for KWETB Board Meetings</b>		
1	1. Signing of Attendance Record/Conflicts of Interest/Disclosure of Interests; 1. Conflicts of Interest/Disclosure of Interests;	
<b>Appendix 2 Template Agenda for KWETB Board Meetings</b>		
9	9) Correspondence – Department/ETBI/SOLAS/General 9) Financial Management	
<b>Appendix 2 Template Agenda for KWETB Board Meetings</b>		
10	10) Financial Management 10) Risk Management	
<b>Appendix 2 Template Agenda for KWETB Board Meetings</b>		
11	11) Risk Management 11) Correspondence – For the Board	

## Appendix 3

# UBU YOUR PLACE YOUR SPACE YOUTH FUNDING SCHEME 2020-2023

Youth Officer Presentation to KWETB Board Members  
14<sup>th</sup> January 2020  
Athy Community College

## KWETB & YOUTH WORK

- ▶ KWETB's Role
  - ▶ Support the provision, coordination, administration and assessment of youth work services
  - ▶ Information for the Minister for Children and Youth Affairs
  - ▶ Assess whether the function is economical, effective and efficient.
- ▶ Youth Work
  - ▶ Planned education designed to aid and enhance the personal and social development of young people
  - ▶ complementary to their formal education
  - ▶ provided primarily by voluntary youth work organisations

# BACKGROUND – HOW THE REVISED SCHEME EVOLVED

## 3 key messages:

1. Youth Programmes provide a significant contribution to society
2. The model of performance management, governance and scheme design needed redesign
3. A single scheme to replace the three schemes (SPY, YPFSF 1&2 and LDTF) under ETB Governance



## Provision

- TYFS (formerly SPY, YPFSF 1&2)
- 14 programmes (see appendix 1)
- YIC – Youth Information Centre
- Naas Youth Information Centre (KYS)
  - Bray Youth Information Centre (Crosscare)
- RYFS
- West Wicklow Youth Project (KYS)
  - East Wicklow Youth Service (Crosscare)



## Population

- CSO 2016 shows a total population of 364,929 in Kildare and Wicklow, 222,504 in Kildare and 142,425 in Wicklow
- 35.6% of population is under 25.
- 20% of the region population aged between 10-24 years

## PROVISION AND POPULATION

# DCYA FUNDED YOUTH SERVICES MAP

## 2019 Funding

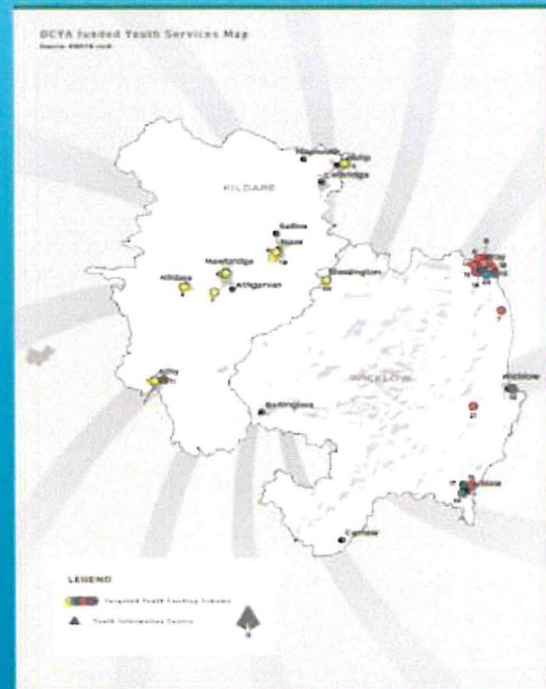
In 2019, Approx €1.7 million administered through KWETB for DCYA Funded Youth Projects.

KWETB also administers DPU funding for P&E initiatives in the Wicklow Region (approx. €560,000)

Capital grants - €40,000  
LGBTI+ €7,500

Volunteer Led Provision  
162 clubs registered with KWETB  
2,131 volunteers  
9,331 Young People

LYCGS €149,558  
LYCES €59,386.97



## Vision

"All young people are enabled to realise their maximum potential, by respecting their rights and hearing their voices, while protecting and supporting them as they transition from childhood to adulthood."



## Outcomes

- communication skills
- confidence and agency
- planning and problem-solving
- relationships
- creativity and imagination
- resilience and determination
- emotional intelligence

# VISION AND OUTCOMES

## TARGET GROUP AND NEEDS ASSESSMENT DRIVING PROVISION



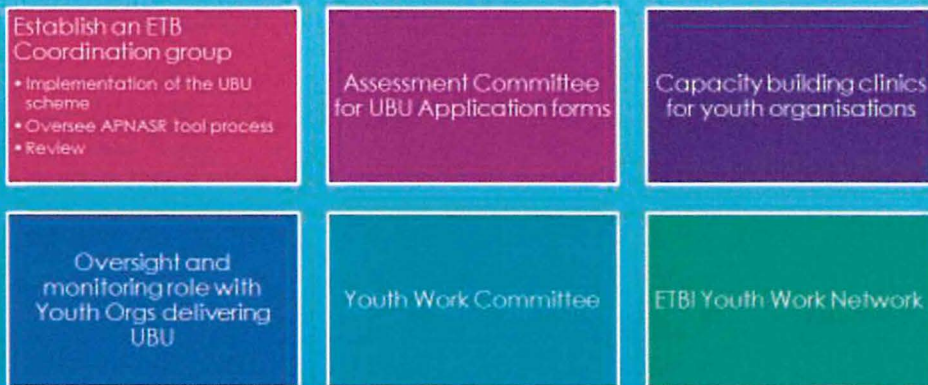
The primary target group for youth services funded by the scheme are young people aged between 10 and 24 years old who are experiencing marginalisation, are disadvantaged or vulnerable.



The scheme identifies and prioritises the needs of young people using the Area Profile Needs Assessment and Service Requirements (APNASR) tool.

## APNASR – AREA PROFILE NEEDS ASSESSMENT AND SERVICE REQUIREMENTS TOOL

- ▶ Purpose is to carry out systematic needs assessment to inform judgements for service provision priorities.
- ▶ Supports KWETB in identifying and prioritising the needs of young people who fall within the defined target group for UBU scheme youth services.
- ▶ Use information collected to produce Service Requirements
- ▶ Service Requirement (SR) is the final output of the tool
- ▶ SR sets out priority needs of young people in an area and forms the basis of the application process.



## GOVERNANCE ROLE OF ETB



## UBU APPLICATION TIMELINE – INDICATIVE TO 1 JULY

# THANK YOU.

Q & A

## APPENDIX 1 - TYFS

- Alby Youth Project (Kildare Youth Services, Alby)
- The Curragh Youth Project (Kildare Youth Services, The Curragh Camp)
- Kildare Town Youth Project (Kildare Youth Services, Kildare Town)
- Newbridge Youth Project (Kildare Youth Services, Newbridge)
- Leixlip Youth Project (Kildare Youth Services, Leixlip)
- Naas Youth Project (Kildare Youth Services, Naas)
- Bray Environs Project (Crosscare, Bray)
- Longstanding Bray Youth Service (Crosscare)
- Connect Bray Neighbourhood Youth Project
- The Seamra Youth Centre (Crosscare, Bray)
- Bray Sports Promotion Unit (KWETB)
- Arklow Sports Promotion Unit (KWETB)
- FAI – Football in Community (Bray & Arklow)
- Small grant to Bray Travellers DG, Wicklow Travellers DG