



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
Council Chamber, Wicklow County Council on Tuesday 19th June 2018, Commencing at
10.30 a.m.*

Present: Mr Noel Merrick Chairperson, Cllr. Rèada 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, Cllr Jennifer Whitmore, Cllr Nicola Lawless, Cllr Aoife Breslin, Mr John Hurley, Cllr Jim Ruttle, Dr Elizabeth O'Gorman

In attendance: Dr Deirdre Keyes (CE)
Dr Rory O'Toole
Mr Joe Kelly
Ms Caitriona Murphy
Ms M. Dillon
Ms Catherine Doran
Ms Eileen Cullen
Ms Brenda Lynch
Ms Mary Kemmy
Ms Rose Murray

Apology: Ms Deirdre Coghlan Murray
Mr Edward Timmins
Ms Lorraine Hennessy

AGENDA

1. Chairpersons Welcome
2. Votes of Sympathy
3. Declarations of Conflict of Interest
4. Minutes
5. Matters Arising
6. Reports to the Board
 - 6.1 Chief Executive
 - 6.2 OSD
 - a. Finance
 - *Report from Audit Committee*
 - *Revised Statement on Internal Controls 2015 - Revised May 2018*
 - *Finance Committee Chairperson's Report - No 13 June 2018*

- b. Buildings / Corporate Services
- c. H.R. / I.R

6.3 Schools Division

6.4 Further Education & Training

7. Correspondence

- (i) Department Circular Letters for Adoption
- (ii) Other Correspondence and Updates
- (iii) ETBI Correspondence

8. Motions for Approval

9. Policies

(i) School Policies

- *St Conleth's Community College – Attendance Policy*
- *St Conleth's Community College – Admissions Policy*
- *St Conleth's Community College – Child Safeguarding Policy*
- *Colaiste Bhríde Carnew - Child Safeguarding & Risk Assessment Policy*
- *Colaiste Bhríde Carnew - Information & Communications Technology Usage Policy May 18*
- *Colaiste Bhríde Carnew- iPad Acceptable Usage Policy*
- *Colaiste Bhríde Carnew Transition from Primary to Coláiste Bhríde Carnew*
- *Colaiste Bhríde Carnew Homework and Study Policy*
- *Scoil Chonglais Baltinglass Child Safeguarding Statement*
- *Scoil Chonglais Baltinglass Draft Admissions Policy*
- *Scoil Chonglais Baltinglass Draft Anti Bullying Policy*
- *Scoil Chonglais Baltinglass Risk Assessment*

(ii) H.R. Policies

(iii) Corporate Services Policies

- *KWETB Risk Management Policy*

(iv) Finance Policies

(vi) F.E.T. Policies

- *Arklow Youthreach Child Safeguarding Statement*
- *Bray Youthreach Child Safeguarding Statement*
- *Hazel Hotel EROC RRP Transitional Primary School Programme Child Safeguarding Statement*
- *Leixlip Youthreach Child Safeguarding Statement*
- *Naas Youthreach Child Safeguarding Statement*
- *West Wicklow Youthreach Child Safeguarding Statement*
- *Athy Youthreach Safeguarding Statement*

10. Establishment of Committees & Nominations to Boards of Management

- *KWETB to nominate 3 persons to serve on board of management of Coláiste Chiaráin, Leixlip (term of current board ending 31st July 2018)*
- *KWETB to nominate 3 persons to serve on board of management of Kildare Town Community School (term of current board ending 31st July 2018)*

11. Matters deferred from previous meetings

1. *Details of ETBI Conference 2018 – Killashee Hotel Naas, 26th – 27th September 2018.*

Names of 5 voting delegates required

2. *Obligations under Article 5.3 of the WHO Framework Convention on Tobacco Control (FCTC) in relation to the Tobacco Industry.*
3. *In Committee meeting to adopt minutes of earlier meetings held in committee*

4. *Board of Management Minutes (from March meeting) – List uploaded*
5. *Nomination required to Wicklow County Childcare Committee as replacement for Ms Mary Mooty.*

12. A.O.B

Minute No. ETB 06-01-18

<p>No. 1 Agenda Chairperson's Welcome</p>

The Chair, Mr Noel Merrick welcomed all to the meeting.

Cllr Réada Cronin requested suspension of standing orders to address the 'RTE Investigates' programme which aired on Thursday 14th June.

It was agreed that the discussion on the RTE Investigates programme would take place under matters arising.

The Chair welcomed Dr Deirdre Keyes, the new Chief Executive.

Dr Keyes addressed the meeting. She advised she is delighted to be appointed to the position of Chief Executive of KWETB and is fully committed and looking forward to working with the Board. She thanked Director of Schools, Dr Rory O'Toole for filling the acting CE role prior to her appointment.

Minute No. ETB 06-02-18

<p>No. 2 Agenda Votes of Sympathy</p>

Dr Rory O'Toole on the recent death of his Father -in -Law, Mr Jimmy Corcoran, R.I.P. The sad loss of one of our students R.I.P.

Ms Fiona O'Keefe, admin office Jigginstown, on the death of her mother, Esther Powell, R.I.P.

The family of Anne Savage,RIP, former teacher of Coláiste Lorcáin, Castledermot

Minute No. ETB 06-03-18

<p>No. 3 Agenda Declarations of Conflict of Interest with regard to the Agenda</p>
--

No Declarations Conflicts of Interest.

1. Cllr Fiona McLoughlin Healy wanted it noted that conflicts of interest not only refers to yearly Code of Ethics forms but also any declarations regarding discussions at today's meeting.

Minute No. ETB 06-04-18

<p>No. 4 Agenda Minutes</p>

The Minutes of the KWETB Meeting held on 8th May, 2018 which were previously circulated on minutedpad, were taken as read, approved and were signed.

1. Proposed by Cllr Naoise O’Cearuil, seconded by Cllr Nicola Lawless and agreed by the meeting.

Cllr Fiona McLoughlin Healy asked about the assurance on page 3 of the minutes that information re the to code of conduct and contract signed by previous CE would be reported at this meeting. She stated she could not find it on the agenda. The Chair apologised stating that he didn’t get to it with the changeover of the new CE. Cllr McLoughlin Healy asked to have it noted that this is the third time that we are asking for the Code of Conduct and the contract signed by the previous CE. The Chair agreed that a note would be taken of it”

Minute No. ETB 06-05-18

No. 5 Agenda Matters Arising

The members welcomed the new Chief Executive. They confirmed they are looking forward to working with her and they did wish to acknowledge all the hard work done in our schools and centres.

Cllr Reada Cronin welcomed the CE and read out the statement of the sub-committee looking into the Philip Lee Bill”

KWETB Review of the Philip Lee Bill – Response of Sub - committee

We would like to correct a paragraph on page 1 of our report: The sub-committee, comprising of Reada Cronin, John Hurley and Fiona McLoughlin-Healy was put in place by the KWETB board on 5th February 2018. Fiona McLoughlin-Healy subsequently stepped aside and was replaced by John McDonagh. The sub-committee has interviewed various people and reviewed available documentation in order to establish the facts relating to the engagement and payment of Philip Lee Solicitors.

In the course of the review, the sub-committee has been made aware that separate legal advice may have been received from Mason Hayes and Curran in regard to the Department of Education and Skills investigation. This sub-committee recommends that the Chief Executive compiles a report on the work carried out by MHC on behalf of KWETB, focusing in particular on the C&AG Audit and Thorn Investigation.

The sub-committee welcomes the review of KWETB corporate governance being undertaken by IPB and IPA. This process needs to address the shortcomings highlighted in our review of the Philip Lee Legal Bill and put the corrective structures in place so as to avoid this happening again. This sub-committee recommends that this process is prioritised and completed by the end of the year.

The sub-committee review has highlighted failures in adherence to the Code of Practice for Education and Training Boards including: *failure to seek Board approval for the*

procurement of professional advice (COP 4.5); failure to draw up a contract agreement with the legal firm; and failure to inform Board members in a timely fashion of legal advices obtained on behalf of the Board. However, the sub-committee believes that current legislation and the Code of Practice for Education and Training Boards do not provide for appropriate sanctions in situations of such non-adherence to the Code of Practice.

1. The board discussed the sub-committee's response to the payment of the Philip Lee invoices. Various questions were raised by members and they requested answers from the Chair of the Audit Committee as soon as possible.

2. Cllr Fiona McLoughlin Healy wanted it put on record that she has lost confidence in the Chair of the Audit Committee.

Cllr Reada Cronin referred to the RTE Investigates Programme and the CE's reference to it. She stated that what was striking about the sub-committee's review was the absolute refusal by the former Chair, the Vice and the Chair of the Audit Committee to listen to the advice they were given to inform the Board which meant that for two and half months the Board did not know about the C&AG queries. Cllr Cronin stated that the Chair and the vice Chair were in breach of section 4.2 of the Code, in that they did not behave in the best interests of the ETB and that persons could be excluded by the Chair person. She stated that the two members should consider their position. Cllr Cronin stated that we needed a further investigation into how this was allowed to go on for so long and why Board members turned a blind eye.

The Chair interjected stating that he was very concerned about the direction the conversation was going. He stated fair procedures demand people are entitled to their good name, without question and to ascribe ulterior motions we had to be very careful about what we say. We may disagree with their actions but that that was a personal opinion. The Chair stated that the legal fees and the investigation were two completely separate matters, two distinct issues and asked the Board not to conflate the two or allow it to distract from the major investigation which was causing us all turmoil. The Chair stated that that was what happened, why it happened and we are committed to getting answers to that.

Cllr Cronin clarified she had stated that the Chairs had breached 4.2 of the Code.

The board discussed the RTE Investigates programme and agreed they had serious concerns regarding the content. It was agreed it was a very difficult time for Board members and KWETB. Some members questioned how private and confidential documentation was released to the press. It was agreed by the board that the Chair prepare a statement in response to the RTE Investigates programme for circulation to the members before being released.

3. Cllr Daragh Fitzpatrick requested the CE contact the Minister to seek the release of the Thorn Report as soon as possible. He expressed his frustration. The delay in publishing the report was having an effect on the board, preventing it from moving forward. He asked the new CE "in the strongest possible way to press the minister to please release this report to the board".

4. *“ The Chair read out the following note to the Board - there is an active Garda investigation being pursued and we are co-operating fully. Because of nature and extent of the investigation the advice to the Board and the executive is that persons pursuing matters connected to that investigation could be seen to be interfering with that investigation and are precluded from public comment. Any board member with relevant information have a duty to bring that information to the Garda detectives over the case. The Chair stated he wanted to put it on record that we have to be really careful around matters being investigated by the Gardai”*

5. *The CE agreed to contact the Minister to request the release of the Thorn Report.*

Cllr Fiona McLoughlin Healy welcomed the Chair and stated that she hoped the CE understood the hopes that go with the CE appointment. She stated that she had been talking to people for months and staff on the ground who had been impacted by manifestations of poor governance some of whom had suffered mental health issues, whose careers had suffered. Cllr McLoughlin Healy stated she had been over-whelmed by the amount of issues reported to her and that she wanted to meet the CE to hand her over all of the information that had been brought to her attention. Cllr McLoughlin Healy stated that her experience at Board level was that it was difficult to ask questions and that the Chair had witnessed Board members being shouted at for asking question. She stated that Chair of the Audit Committee had twice denied that he ever received the legal advice. That she had communicated that in writing to the former Chair Cllr Ruttle. Cllr McLoughlin Healy stated that the Chair of the Audit Committee’s position was now untenable

The Chair stated that the Chair of the Audit Committee was not in attendance. The Chair stated that it was Cllr McLoughlin Healy’s opinion that the Chair’s position was untenable. Cllr McLoughlin Healy asked the Board members if it was acceptable that the legal advice was with-held from the Board. She stated it was not. Cllr McLoughlin Healy asked that the issue of appointments be addressed. The Chair stated that he was not allowing discussion of that. Cllr Mcloughlin Healy asked on what grounds. The Chair stated that he was not talking about it at this time that he didn’t think it was appropriate. He stated that the discussion might bring the organisation into disrepute. The Cllr asked that family appointments be reviewed as an urgency

Cllr Teresa Murray welcomed the CE. She stated that she had huge concerns about what had gone on in the past. She stated the Board were hampered in everything the Board wanted to do since the investigation was made known to them. She stated that she questions the Boards functionality other than being a member of school boards a role she relished. Cllr Murray hoped with new leadership there would be some learning out of everything that happened and asked for training for the Board around our role and function. She stated she was concerned about other years accounts.

Cllr Jennifer Whitmore welcomed the CE. She stated that the Prime Time Investigates programme was not done lightly and that she wanted the CE to have an insight into how difficult the last 9 months had been for the Board. She stated her frustration at swimming against the tide in trying to get anything done. She stated there had been refusals to provide Board members with info, there was a direction from the executive that we were not to discuss anything with each other whether by way of phone calls, email. The Cllr

stated that there was a sense that we were being prevented from performing our statutory duty. The Cllr stated she thought that the former CE should have been suspended. That was undermined by Richard Thorn. She stated she had tried to get the Board dissolved because it had been so difficult. That it needed to be a wake up call for the Dept and for us as an organisation.

Cllr Naoise O Cearuil welcomed the CE. He stated it was deeply unhelpful for members of the Board or public to be divulging information until the investigation is complete. Cllr O Cearuil stated that it was unhelpful to be disrespecting the Chair and any other members of the Board who had given of their time in trying to sort these issues here. He stated we were all frustrated but didn't think that accusing people was the way forward. Cllr O Cearuil stated that we all need to work together not against people and that he fully believed in the integrity of every person on the Board and hoped that that would not be called into question

Cllr Nicola Lawless welcomed the CE. She asked the former Chairs/Chair of the Audit Committee had not gotten a section 68 terms of engagement letter when engaging Philip Lee legal advisors. Cllr Lawless asked about documents the Chair of the Audit Committee asked Philip Lee to return and his role in telling them they were no longer engaged. Cllr Lawless asked were the DES aware that the former Chairs and Chair of Audit Committee hadn't informed the Board?

The Chair stated that he would get answers to why there was no engagement letter.

Cllr Fiona McLoughlin Healy asked on what grounds and authority did the Chair of the Audit Committee tell Philip Lee there were no longer engaged. She stated that this was outside his powers and that no-where in the Code did it give the Chair of the Audit Committee either engage or disengage the legal advisors. She stated that it was now urgent to address the disparity between what was being reported in the Audit Committee and what was reported in the sub-committee report.

Cllr McLoughlin Healy asked why the breach of the Code section 4.5 relating to engaging professional advice was not included in the sub-committee report.

Cllr John McDonagh stated they sought to address that with Reada's statement earlier in the meeting.

John Hurley stated that the review was not an investigation. He stated that they had put a huge amount of work into the review.

Cllr McLoughlin Healy stated that she wanted to clarify that she had stepped down from the sub-committee because there had been an official complaint about her from someone from whom the sub-committee would have been seeking information and therefore she had no option but to step down before the committee got underway.

Cllr Reada Cronin stated that they sub-committee had had some legal advice. She stated that the Chair and Vice-Chair had not adhered to section 4.5. She restated that they should consider their positions.

Cllr McLoughlin Healy asked that the report be corrected to reflect that the breach of the code

Cllr John McDonagh stated that they would email the sub-committee report to all members

6. Cllr Tommy Annesley advised the RTE Investigates programme was discussed at the recent Wicklow County Council meeting. He enquired if the new CE could come to the next Wicklow County Council meeting and speak to the board.

CE spoke to the members advising she has listened to all honest and frank views. She was delighted and privileged to be appointed to the role of CE of KWETB. The CE assured the Board she was committed to the delivery of the highest quality education and training service to Kildare and Wicklow in a way that was fully accountable. The CE stated she intended to bring her expertise and integrity to the job. She stated she wanted to acknowledge the commitment of the staff. She stated she had reviewed the Senior Management Team, current procurement procedures and management accounts she was confident that KWETB works to highest standards. The CE said she would rely on the Board to get work through this very challenging time.

Cllr Jennifer Whitmore welcomed the CE and stated that the situation had been very unsettling for everyone. She asked if the Board could be furnished with the most recent responses of the executive to the C&AG. Rory O Toole stated that the correspondence going to and fro would not be fit for public consumption. The Chair clarified that the C&AG queries had been answered.

7. Chair read resignation letter of board member Mr Joe Behan who was nominated to KWETB by ISME.

It was confirmed to the members that clarification was being sought from ETBI regarding ISME nominees and their resignations from ETB boards.

Mr John Hurley referred to the overall legislation that is in place since 2013. He advised this has been one of the first big tests of this legislation and advised that it is now necessary to review the legislation in general and update the code of practice. He advised we need to write to the Minister for a review to the ETB Act and the Code of Practice as soon as possible

8. Proposed by Cllr Naoise O’Cearuil and seconded by Cllr Daragh Fitzpatrick and agreed by the meeting.

A discussion took place regarding CL 43/2000 – composition of interview boards for teacher appointments.

The members were advised by the Executive that training will be made available to all members. Some members who have completed interview training did advise they are unable to sit on interview boards due to timings and work commitments. Noted

Minute No. ETB 06-06-18

<p>No. 6 Agenda Reports to the Board</p>
--

(i) Chief Executive

(ii) OSD Report *** See Appendix 1

Joe Kelly, Director of OSD addressed the members regarding OSD strategy.

➤ *Finance*

Catherine Doran brought the members through the finance report advising the revised statement of internal controls 2015 (which was revised in May 2018) is significantly more detailed.

1. Finance Report - Proposed by Mr John McDonagh, seconded by Cllr Naoise Ó' Cearuil.

Report from Audit Committee

Noted

Revised Statement on Internal Controls 2015 - Revised May 2018

2. Proposed by Cllr Naoise Ó' Cearuil, seconded by Mr John Hurly and agreed by the meeting.

Finance Committee Chairperson's Report - No 13 June 2018

Noted

➤ *Corporate Services*

Mary Dillon brought the members through the Corporate Services Report.

3. Corporate Services Report - Proposed by Mr John McDonagh, seconded by Cllr Naoise Ó' Cearuil

Cllr Naoise Ó' Cearuil requested information on the Maynooth Education Campus build. He enquired if there will be prefabs on site for September to facilitate the influx of new students.

He also enquired about Gael Choláiste North Kildare and how it is affected by liquidation of Sammon Group.

Noted

Cllr Teresa Murray outlined her concerns regarding the Maynooth Education Campus and requested that the DES take control of the project. She also raised the issue of the amalgamation of the two schools.

Noted

CE advised the members that she had visited Maynooth Campus and walked the site and engaged with the Principals. She agreed that there were critical issues and fully appreciated where members are coming from regarding the school.

Noted

Mary Dillon gave the following update on the Maynooth Education Campus Timeline for Maynooth Campus

Prequalification for contractors: On E tenders 25th June

Surveys /Assessments by Design Teams: 23rd July

Revised Tender Drawings: 4th September.

Bill of quantities: 23rd October

Tender Published : 8th November

Contractor on Site: End March 2019

Complete: Mid June 2020

Noted

Cllr Jennifer Whitmore enquired about Coláiste Ráithín seeking an update advising parents are very concerned.

She also enquired about Greystones CNS and requested KWETB emphasise to DES the planning for this school and that it be included in the main building projects. The Corporate Services Manager agreed to put it in the main building report as it is a rapid build and run by the DES. She will request and update from the DES. Noted

Cllr Nicola Lawless enquired about BIFE and North Kildare Educate Together requesting an update regarding the project.

CE advised she has already met with DES. She is hopeful that she will have a report for the board for the next meeting in September. She cautioned a full proposal may not be ready but she will have information for the board. Noted

Cllr Fiona McLoughlin Healy referred to February meeting where it was agreed the board would be kept informed of areas of risk. She requested the board be kept up to date on any court cases that involve KWETB building works. She outlined her concerns regarding the building works at St Conleth's Community College. Noted

Mary Dillon gave an update regarding St Conleth's Community College building works -

In response to queries from Cllr. McLoughlin Healy, Mary Dillon provided the following information:

She repeated the steps taken by KWETB in relation to the court case taken by a subcontractor against the contractor for St. Conleth's.

In relation to the certification of the precast structure she reiterated the following:

There was no reliance on calculations done by the original manufacturer as all relevant items were recalculated.

A testing regime was agreed with the HSA for any item which required testing. The HSA are happy with same.

Our Design team is satisfied that the structure is safe.

The Assigned Certifier met with KCC in relation to certification prior to submission of documentation which is due to commence shortly.

Ms Dillon stated that she did not want anyone leaving the meeting to be in any doubt that the building was safe. She reiterated that the building is safe for occupation. Noted

➤ *H.R. / I.R.*

4. HR/TR Report – Proposed by Cllr Nicola Lawless, seconded by Ms Finula Haran.

*2. Schools Division *** See Appendix 2*

Dr Rory O'Toole, brought the members through the Director of Schools Report.

5. Director of Schools Report – Proposed by Cllr Daragh Fitzpatrick, seconded by Mr John McDonagh.

3. Further Education & Training (FET) *** See Appendix 3

*Eileen Cullen and Brenda Lynch brought the members through the FET report
6. FET Report - Proposed by Cllr Daragh Fitzpatrick, seconded by Ms Finula Haran*

Minute No. ETB 06-07-18

No. 7 Agenda

- (a) Department Circular Letters for Adoption*
- (b) Other Correspondence & Updates*
- (c) ETBI Correspondence & Matters / Department & Agencies*

Minute No. ETB 06-08-18

No. 8 Agenda
Motions for Approval

Minute No. ETB 06-09-18

No. 9 Agenda
Policies for Adoption

(i) School Policies

- *St Conleth's Community College – Attendance Policy*
- *St Conleth's Community College – Admissions Policy*
- *St Conleth's Community College – Child Safeguarding Policy*
- *Coláiste Bhríde Carnew - Child Safeguarding & Risk Assessment Policy*
- *Coláiste Bhríde Carnew - Information & Communications Technology Usage Policy May 18*
- *Coláiste Bhríde Carnew - iPad Acceptable Usage Policy*
- *Coláiste Bhríde Carnew Transition from Primary to Coláiste Bhríde Carnew*
- *Coláiste Bhríde Carnew Homework and Study Policy*
- *Scoil Chonglais Baltinglass Child Safeguarding Statement*

- *Scoil Chonglais Baltinglass Draft Admissions Policy*
- *Scoil Chonglais Baltinglass Draft Anti Bullying Policy*
- *Scoil Chonglais Baltinglass Risk Assessment*

1. Proposed by Dr Elizabeth O’Gorman, seconded by Mr John McDonagh that all above school policies be adopted.

- (ii) H.R. Policies
- (iii) Corporate Services Policies
- *KWETB Risk Management Policy*

2. Proposed by Mr John McDonagh, seconded by Cllr Teresa Murray and approved by the meeting.

- **Data Protection Policy (amendments made to policy since May 2018 meeting)**

3. Proposed by Mr John McDonagh, seconded by Mr Noel Merrick and approved by the meeting.

(iv) Finance Policies

- **Cash Handling Policy (approved by Finance Committee now presented to the Board for adoption)**

4. Proposed by Cllr Nicola Lawless, seconded by Mr John McDonagh and approved by the meeting.

(v) F.E.T. Policies

- **Arklow Youthreach Child Safeguarding Statement**
- **Bray Youthreach Child Safeguarding Statement**
- **Hazel Hotel EROC RRP Transitional Primary School Programme Child Safeguarding Statement**
- **Leixlip Youthreach Child Safeguarding Statement**
- **Naas Youthreach Child Safeguarding Statement**
- **West Wicklow Youthreach Child Safeguarding Statement**
- **Athy Youthreach Safeguarding Statement**

5. Proposed by Cllr Nicola Lawless, seconded by Mr John McDonagh and agreed that all FET Policies be approved by the meeting.

Minute No. ETB 06-10-18

No. 10 Agenda

Establishment of Committees & Nominations to Boards of Management

- **KWETB to nominate 3 persons to serve on board of management of Coláiste Chiaráin, Leixlip (term of current board ending 31st July 2018)**
- **KWETB to nominate 3 persons to serve on board of management of Kildare Town Community School (term of current board ending 31st July 2018)**

1. It was agreed by the meeting that members nominated to these boards continue to stay until the current KWETB Board disbands in May 2019.

Minute No. ETB 06-11-18

No. 11 Agenda

Matters deferred from previous meetings

1. Details of ETBI Conference 2018 – Killashee Hotel Naas, 26th – 27th September 2018.

Names of 5 voting delegates required

It was proposed, seconded and agreed by the Board that the following members be nominated as voting delegates to attend the ETBI Conference in September:

Cllr Teresa Murray, Cllr Fiona McLoughlin Healy, Cllr Tommy Annesley, Ms Finula Haran and Dr Elizabeth O’Gorman. Mr John Hurley is the reserve voting delegate.

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

Noted

3. *In Committee meeting to adopt minutes of earlier meetings held in committee*

Deferred to September meeting

4. *Board of Management Minutes (from March meeting) – List uploaded Proposed by Mr John McDonagh, seconded by Ms Finula Haran and agreed by the meeting.*

5. *Nomination required to Wicklow County Childcare Committee as replacement for Ms Mary Mooty.*

Deferred to September meeting

Minute No. ETB 06-12-18

No. 12 Agenda
AOB

Vote of Sympathy was taken with all members standing

Signed: *Nollaig Meese* Date: *13/09/18*
(Chairperson)

NEXT MEETING

DATE: Tuesday 11th September 2018

VENUE: Aras Chill Dara

TIME: 10.30 am

***** Appendix 1.**

KWETB
Organisational
Support &
Development

OSD EXECUTIVE SUMMARY: Joe Kelly

Key Achievements:

- Corporate Risk Register
- KWETB Risk Management Policy
- Agree scope of work with IPA re KWETB Governance Framework & capability
- Commitment from DoES re resourcing support
- Significant progress re C&AG, Gardaí, and FOI questions
- Recruitment: 120 posts filled
- 6 Suppliers on-boarded to e-invoicing
- 77% invoices paid within 15 days in 1st quarter.

Challenges/Concerns:

- Resourcing and employee welfare
- Gardaí, and FOI questions
- Sammon Group Liquidation

Budget Summary to end of April 2018:

Type	Funder	Allocation	Expenditure	
		€	€	%
Non Pay (including Associated Main Scheme Grants)	DoES	7,334,166	3,179,310	43%
Pay	DoES	71,641,127	23,721,723	33%
Capital	DoES	36,437,271	5,749,144	16%
FET	SOLAS	29,415,000	10,639,675	36%
Youth Services	DCYA	2,054,000	536,964	26%
Agencies/SF	Various	8,200,000	2,540,154	31%
Total		155,081,564	46,366,970	30%

OSD Strategy Status Summary:

Work Package Series	Work Package	Status	Comments
Physical & Org Infrastructure	H&S		On track
	Capital Projects Management		On track
	Integrated ICT Strategy		On track
	Document Management System		On track
Financial Mgt System	Annual Accounts		On track
	Service Plan		On track
	Financial Mgt System & Process		On track
Employee Engagement	OSD Workforce Plan		On track
	Recruitment		On track
	Contracts of Employment		On track

	KWETB L&D Plan		On track
Brand & Comms	Statutory Reporting		Lead is back on project
	Communication/PR Strategy		Lead is back on project
Governance, effectiveness & efficiency	Governance Best Practice		On track
	Process Enhancement		Behind but manageable
	Intranet		On track

1. CORPORATE SERVICES:	Mary Dillon
<p><u>Corporate Governance:</u></p> <ul style="list-style-type: none"> • Corporate Risk Register complete • KWETB Risk Management Policy • Agreed scope of work with IPA re development of Governance capability • Draft Schools Risk Register <p><u>Procurement:</u></p> <ul style="list-style-type: none"> • Implementation of the new Procurement Policy is taking place. A Tender Procurement Compliance Form for Supplies and Services > €25,000 and for Works > €50,000 has been devised, circulated and implemented. • Clarification Note: Procurement – Opening of Tenders <p>The practice in Co. Kildare VEC had been that a member of the Committee – the Chair or the Chair’s nominee would sit at the opening of tenders. Also present were members of staff of the VEC and representatives of the Design Team (usually the lead Architect and the Quantity Surveyor). The purpose of opening the tenders in full view of each of the people present was to ensure that: The tenders had not been tampered with and had not previously been opened. That the names and monetary bid by each contractor was recorded correctly That the bids were ranked in order of monetary value – lowest to highest. The bids were then taken by the Design Team. The Quantity Surveyor would examine the lowest bid for completeness, for accuracy and to assess if the project could be completed within the amount of bid.</p> <p>It should be noted that Board members did not at any stage evaluate tenders.</p> <p>Under the new procurement policy which is a sectoral policy – adopted by all ETBs the process for the opening of tenders is a member of management and another member of staff. Members of the Board are not involved in tender opening.</p> 	

- **Tender for the Supply of School Books**

A single supplier of Post Primary School Books for Junior and Senior Cycles to KWETB has now been appointed. The supplier is: O'Mahony's Booksellers, 120 O'Connell St, Limerick. The contract is for one year but may be extended to two years. The KWETB School Books Catalogue has been circulated to Schools. While this tender is primarily for the supply of post primary school books, the tenderer has agreed that the discount will be applied to all purchases from Further Education and Training Centres under the remit of KWETB.

Sceim Teanga

- The Sceim Teanga, has been approved by the Minister for Education and Skills. Implementation is underway.

Data Protection:

- GDPR Policy: The GDPR Policy is before the Board for adoption again today because of changes made to the Act since the Board's last meeting. The changes are:

The Digital Age of Consent is now 16 rather than 13.

State bodies are now liable to fines of up to E1M.

Ms. Bridget Daly Lynam has been named as the Interim Data Protection Officer.

Training on GDPR is being arranged for Board Members. Details will be available at the Board meeting.

ETBI has developed a training tool for staff which will see all KWETB staff take part in on line training and take an online test. Each staff member is required to receive 100% in the test before the result is communicated to KWETB.

Work has commenced on the Data Protection pages of the KWETB website. Please see link to a KWETB information video which is available in English and as gaeilge.

GDPR Video: <http://kildarewicklow.etb.ie/ga/eolas-fuinn/cosanta-sonrai/>

Freedom of Information:

- The number and complexity of Freedom of Information requests continues to put a real strain on resources.

Main Buildings/Capital Projects Summary:

(Please refer to separate Buildings/Capital report for an update on all current projects)

Location	Project	Status
Maynooth Education Campus	Maynooth Community College & replacement school for Maynooth Post Primary & PE Hall	The Contractors, Sammon Construction Ireland Ltd has gone into liquidation, having failed to come out of examination. The CE and staff are working with the DES and Design Team to put a plan in place to complete the project. The site has been secured. Plans for the additional accommodation required until completion of the project are being put in place.
Coláiste Ráithín, Bray	New School, PPP project	The Department of Education and Skills and the NDFA continue to engage with DIF and the Project Lenders to ensure replacement works and services contractors are appointed as soon as possible. The Lenders have advised that, based on current levels of activity and progress in negotiations, they expect that they will be able to signal a decision on the way forward in the next week or so. Members will be kept updated
St. Conleth's Community College, Naas	Standalone extension	Work is continuing well site and on course for completion in July and occupation for the new academic year. CS staff are working with the Principal to ensure furniture and equipment are in place for the new academic year.
St. Farnan's Post Primary School, Prosperous	New Build	The Department of Education and Skills has notified that St. Farnan's will get a new build 1000 pupil school. The file has moved from the Capital Appraisals Section to the Devolved Projects Section of the Department.

Policies:

- As advised above the Data Protection Policy as revised is placed before the Board for adoption.

2. FINANCE:

Catherine Doran

FET Finance Reporting:

- FET expenditure by programme detailed below. FET allocation increased to 29.4 million. This is reflected below.

FURTHER EDUCATION & TRAINING		Allocation 2018	Actual Spend to 30 April 2018	Percentage spent to date
Programme	Detail	€	€	%
VTOS		8,263,558	3,010,512	36.43
TOTAL YOUTHREACH		4,151,309	1,525,890	36.75
TOTAL PLC		239,213	7,537	3.08
TOTAL ADULT LITERACY		1,857,204	650,794	35.04
TOTAL ITABE		100,396	53,871	53.66
TOTAL COMMUNITY EDUCATION		544,986	195,879	35.95
TOTAL ADULT GUIDANCE		432,180	194,025	44.89
TOTAL BACK TO EDUCATION INITIATIVE (BTEI)		1,187,600	491,262	41.36
REFUGEE PROGRAMMES		167,850	36,865	21.96
SUB-TOTAL FURTHER EDUCATION		16,944,296	6,166,635	36.39
TOTAL BRIDGING/FOUNDATION		35,348	3,230	0.09
TOTAL COMMUNITY TRAINING CENTRES		1,000,000	365,254	36.52
TOTAL SKILLS TRAINING		1,260,000	952,132	75.56
TOTAL TRAINEESHIPS		2,400,000	520,059	21.67
TOTAL LTIs		2,200,000	704,220	32.01
TOTAL SPECIALIST TRAINING PROVIDERS		2,300,000	903,392	39.28
TOTAL APPRENTICESHIP		600,000	80,175	13.36
TOTAL APPRENTICESHIP 2016 +		320,000		
TOTAL ON LINE BLENDED		50,000		
TOTAL EVENING COURSES		150,000		
SUB-TOTAL TRAINING		10,315,348	3,528,462	34.20
Operational Costs	<i>Training Centre Pay Grants</i>	900,000	290,154	32.24
	<i>Other Operational Costs - Training</i>	615,049	414,474	67.39
	<i>Other Operational Costs - FE</i>	640,307	276,815	43.23
SUB-TOTAL OPERATIONAL COSTS		2,155,356	981,443	45.53
TOTAL FURTHER EDUCATION & TRAINING		29,415,000	10,676,540	36.30

Policies

Cash Handling Policy – approved by Finance Committee and now placed before the Board for adoption.

General Finance

- Revised Statement on Financial Control brought before Audit Committee and approved for adoption by the Board.

- Payroll Shared Services - contract has been signed with Core. KWETB will be in the 2nd Phase which is likely to be in Quarter 2 of 2019. The payroll team are currently working with the Shared Services team to prepare for the transition.
- DCS on line claim system for Further Education and Training – Training to begin this month for Tutors and Co-ordinators and should be fully implemented in early 2019.
- E-invoicing Project – KWETB are one of three ETB's to be chosen to pilot e-invoicing project. The project has been extended from end of June 2018 to end of October 2018. KWETB have on-boarded 6 suppliers to date.
- Prompt Payment Report for 1st quarter shows 77% invoices paid within 15 days and 99.7 % paid within 30 days.
- Guidelines for financial reporting to Boards of Management have been agreed by the Finance Committee and will be circulated to Principals and Boards
- Guidelines for Parents Associations finances are being drawn up at present.
- Allocations received for Department of Children Youth Affairs projects. Small increases received. Larger increase in allocation received for Revised Youth Funding Scheme for East Wicklow.

3. HUMAN RESOURCES:

Jayne Hogarty

Allocations:

Special Needs Assistant allocation 2018/2019:

- 20 post primary schools: 82.75 wholetime equivalents

while the allocation is up overall a number of transfers will take place due to individual schools losing allocation

- 2 Community National Schools: 10.74

Workforce Planning:

- Recruitment:

In excess of 290 teaching and tutoring posts have been advertised to date this year. 32 posts are currently live.

Approx 3500 applications received to date.

To date approx 120 posts have been filled.

- Letters of offer
 - Contract
 - Associated paperwork, has all issued.
- Interviews to fill remaining posts are continuing.

- Appointments
Programme Coordinator
Rathangan:

Emmett Rice

Principal, Colaiste Raithin	Traolach Ni Mhaolchathaigh
Deputy Principal, St Conleths	John May
Deputy Principal, St. Conleths	Therese English
Principal, Naas Community National School:	Paul Ennis
Home School Community Liaison, Rathangan	Nicola Horn

Please see included '**Interview Panels**' document reflecting current practice re interview panels

HR Payroll:

- 2 fortnightly payroll runs per month covering:- deductions for payroll re un paid leave for parental, maternity and sick leave, new employees added
- various other transactions for payroll
- Changes to Mid Month advance for monthly wholetime payroll
- Wholetime payroll for end of month covering:-
- deductions for payroll re unpaid maternity, parental and sick leave, calculation of incremental arrears re previous service and various other transactions for payroll
- Monthly deadlines for part time payroll met

BTEI conversion:

- no progress to date on this. ETBI on behalf of ETBs made a business case to the Department to secure additional resources to enable us carry out the conversion.

DCS:

- the DCS part time on line claim system for further education and training is currently in the planning stage and will be implemented during 2018/2019 academic year. Training for coordinators and tutors is scheduled for the end of the month .

Pensions:

Also included in the business case to the Department to secure additional resources was a request for additional resources to provide the following:

- Development of a data bank for pension calculations
- Trained personnel to complete personal pension statements
- Development of a long term software solution integrated with Shared Services

Forwarded to Pensions Unit of DPERs Payroll Shared Services Centre:

- 5 pension and lump sum calculations

- 2 surviving spouses pensions
- 2 supplementary pensions

Work continues on the updating of pensions information requested by the PSSC for current pensioners , approx 500 pensioners in total.

Leave:

- 8 Maternity leave applications processed
- 6 Parental leave applications processed

Sick leave:

8 teachers and SNAs on long term sick leave recently signed off by Medmark as fit to return to work during May 2018

To date in 2018 approx 50 referrals to Medmark in relation to discretionary and non discretionary referrals.

Reporting:

Q1 2018 Non teaching staff quarterly survey returned to Department of Education and Skills

Garda Vetting:

Kildare office is currently processing all garda vetting applications. To date in 2018 KWETB has processed in excess of 700 vetting applications. No child protection concerns reported.

Insurance:

Not applicable

Policy:

Nothing to report.

CIRCULAR LETTERS NOTIFIED SEPARATELY



FET REPORT

**KWETB BOARD
MEETING REPORT
JUNE 2018**

Rory O'Toole

Summary

Key matters arising that are addressed within the School Report are:

1. **Announcement:** Ministers **announcement of 42 new schools**, 20,000 new places for students, over next four years.
 - **7 June 2018:** KWETB invited to apply for Patronage Process for post-primary schools to be established in September 2019
2. **Policy:** Letter from Minister of Education and Skills Richard Bruton T.D. Concerning **Schools Reconfiguration for Diversity Process**.
3. **Policy:** New Circular Letter regarding the provision of religious education in ETB Post Primary Schools (13/2018) and **Overarching Statement for ETBs in Relation to Circular Letter 13/2018**
4. **Protocol:** Process for **nomination of members to the KWETB** School Boards of Management
5. **Policy:** Implementation of Consultation for **New Leadership and Management model in Schools** (CL 3/2018)
6. **Policy:** **Director of Schools Forum in ETBI** – 21st March 2018/16th May 2018
7. **Operational:** **Schools Risk Register** Consultation Process and Register complete on the 1st May 2018.
8. **Operational:** Liquidation of Sammon Construction Ireland Ltd.
9. **Operational:** KWETB **Principals Network Meeting 1st May** – key matters
10. **Highlights:** Facebook ...

Condolences

KWETB extends deepest sympathies to the family of student Anastasia ‘Ana’ Kriegel. The death of Ana has shocked and saddened our whole school community and KWETB will continue to provide all available supports to students and staff at this most difficult time.

Policy Matters

Date:
May 18

- 1. 13th April Minister of Education announced over 42 New Schools (20,000 pupil cplaces) to be built over next 4 years.** <https://www.education.ie/en/Press-Events/Press-Releases/2018-press-releases/PR18-04-13.html>. This announcement follows nationwide demographic exercises carried out by his Department into the current and future need for primary and post-primary school places across the country. A process will be run to establish parental preference for the patronage of that school. A key determinant of the successful patron, is the preferences of parents of pre-school children in the area. Patronage processes for schools due to open in 2019 will take place this year. The Minister also announced that a new online Patronage Process system is being developed. This new system will allow for more efficient collection and processing of parental preferences.

Primary	Secondary
Kildare:	Kildare
Leixlip (2019) 8 class rms	Enfield Kilcock (500) 2020
Maynooth (2019) 8 class rms	
Naas (2021) 8 class rms	
Wicklow	Wicklow
Kilcoole / Newtown Mount Kennedy (2019) 8 class rms	Wicklow Town (600) 2019
Bray / Woodbrook – Shanganagh (2021) 8 class rms	Kilcoole & Greystones (800) 2021

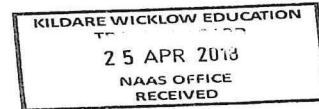
- 2. 23rd April 2018: Letter received from Minister for Education and Skills:**
copy on page following:



Oifig an Aire Oideachais agus Scileanna
Office of the Minister for Education and Skills

O. Seachon
C - Roag

Mr. Rory O'Toole,
Acting Chief Executive,
Kildare Wicklow Education and Training Board,
KWETB Administrative Offices,
Áras Chill Dara,
Devoiy Park,
Naas,
Co. Kildare
W91 X77F



23 April 2018

Dear Mr. O'Toole,

I refer to the new Schools Reconfiguration for Diversity Process aimed at offering greater school choice for parents in line with the Programme for Government commitment to increase the number of multi-denominational and non-denominational schools to 400 by 2030 and to previous consultations with the Education and Training Boards sector in this regard.

I consider that the Schools Reconfiguration for Diversity Process is of major significance in shaping the future of education in Ireland and to providing a system which reflects the changing needs of families. Uniquely, the process will support the transfer of existing schools to multi/non-denominational patrons in response to the wishes of local families and is designed to build on the lessons learned from the patronage divesting process and substantially accelerate the delivery of greater patron choice across the country. I have stated previously that, as statutory education authorities, I believe that ETBs are best placed to manage the *Identification Phase* of the process. I welcome the ETBs' central role in this regard and participation in the Working Group on the *Identification Phase* of the process. The draft survey to be conducted with pre-school parents with the assistance of the County Childcare Committees and accompanying documentation are currently being finalised and detailed information and updates for ETBs on the process will be made available through ETBI in the coming week.

In advance of the process commencing and the initial parental surveys being conducted as part of the pilot phase, I want to reiterate the priority I am attaching to progressing this process and to thank you for your assistance in this regard.

I look forward to the continued cooperation of your ETB in supporting this process of fundamental change in the structure of our education system required in response to the changing needs of our school-going population.

Yours sincerely,

Richard Bruton T.D.
Minister for Education and Skills



Sráid Maoilbhríde, Baile Átha Cliath 1, Éire
Matheson Street, Dublin 1, Ireland

T: +353-1-889 2335
F: +353 1 889 8767

minister@education.gov.
www.education.ie

This is a significant development regarding the patronage assignment of schools. ETBI are actively supporting ETBs. Information and Training on Patronage Campaigns in ETBI session on the 1st May 2018. We are expecting more information week one in May. If additional information is received in the interim this will be updated on the day of the ETB meeting.

3. . Religious Instruction in Post Primary Schools and Overarching Statement for ETBs in Relation to Circular Letter 13/2018
Circular Letter 13/2018 was issued titled: **Religious instruction and worship in certain second level schools in the context of Article 44.2.4 of the Constitution of Ireland and Section 30 of the Education Act 1998.**

This Circular Letter is applicable to all KWETB Post Primary Schools including designated community colleges. The CL states that due to the changing context in Ireland regarding religious beliefs that the constitutional right not to attend religious instruction must be given effect through changed practices in schools. The key change is that those who do not want

instruction in line with the requirements of any particular religion must be timetabled for alternative tuition throughout the school year. Schools must proactively establish the wishes of parents in relation to opting out of religious worship or instruction and where the pupil is over 18 establish the pupil's wishes. Alternative subjects and options must be available to pupils.

Top Considerations:

a. KWETB need to establish the status of Circulars issued in the 1970s requiring all VEC schools to provide a minimum of 2 hours religion education to all students. It is important to note that this provision of 2 hours is not faith formation.

This is point of clarification required by all ETBs and KWETB have lodged a query with ETBI on this matter. ETBI are awaiting Department direction.

b. Timetabling and staffing concerns especially concerning implementation for 2018/19 school year – no lead in and information gaps.

c. Unions have issued directives for non-cooperation with the CL until matters have been clarified by the Department.

d. KWETB need to ensure where options for Religious Education drop that suitable alternative work can be arranged for teachers of religious instruction.

See https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0013_2018.pdf

This matter and the complexity of compliance was reviewed and discussed at Director of Schools Forum and the Chief Executives Forum

The following two recommendations were agreed at the ETBI CE Forum meeting on 28th March 2018:

1. Until such time as the Department responds to the key clarifications sought by ETBI, the ETBI CE Forum recommends that ETBs advise their schools to maintain the status-quo in relation to the provision of Religious Education and opting-out. Once these clarifications have been received, ETBI will communicate them to all ETBs.
2. The **ETBI CE** Forum recommends that each ETB develops a position in relation to Religious Education in their schools. A suggested narrative to be adapted to each individual ETB context has been developed which could support ETBs in this work. The narrative outlines the following:
 - ✓ ETB schools are multidenominational
 - ✓ The distinction between 'Religious Instruction' and 'Religious Education'
 - ✓ A rationale for the provision of Religious Education in our schools
 - ✓ The articles that allow for parents and children over 18 years old to opt-out of Religious Education

This narrative could be used by schools to enable them to articulate clearly what the current situation in relation to Religious Education.

The following overarching statement is recommended for issue to all KWETB schools: This was issued by ETBI on the 24th April 2018.

Overarching Statement for ETBs in Relation to Circular Letter 13/2018

KWETB schools are multid denominational State schools and as such recognise the importance of respect, equality and wellbeing for all students in an inclusive and supportive environment. Section 9 (c) of the Education Act (1998) states that schools shall “promote the moral, spiritual, social and personal development of students... having regard to the characteristic spirit of the school”.

Therefore, Religious Education is valued as a key subject in KWETB schools.

It is important to distinguish between the terms ‘*Religious Education*’ and ‘*Religious Instruction*’. *Religious Education* as a subject in post-primary schools is open to all pupils regardless of their commitment to any particular religion or worldview and seeks to contribute to the spiritual and moral development of all students. ETBs support the provision of the State Religious Education curriculum as developed by the NCCA as it:

- underpins the multid denominational and inclusive ethos of our schools
- contributes to the holistic development of students and underpins many of the learning intentions and objectives of both the Junior and Senior cycle curriculum.
- offers students the opportunity to engage with religious traditions and secular worldviews. It allows them to engage positively and respectfully with all of the students in the school community and outside in the pluralist society in which they will be future citizens.
- affords students the time for much needed reflection in a world that is becoming increasingly challenging and complex for them and therefore is essential to their overall wellbeing
- seeks to contribute to the spiritual and moral development of all our students

Religious instruction is a term used in Ireland to indicate instruction in accordance with the rites, practice and teaching of a particular religion or denomination for pupils of that faith tradition. ETBs also recognise the right of parents, or students of over 18, attending state funded schools to withdraw from Religious Education. KWETB is cognisant of the sources from which these rights derive and as such why these rights must be respected by ETB schools.

Irish Constitution

Article 44.2.4 - guarantees that children attending publicly-funded schools may not be compelled to attend religious instruction classes.

Article 42.1 - recognises the inalienable rights of parents to provide for their children’s religious and moral education.

Education Act 1998 – Section 30

Section 30 (2)(e) – provides for a parent to withdraw their child from any subject being provided by a school, as part of the curriculum, that is contrary to the conscience of the parent or in the case of a student who has reached the age of 18 years, the student.

4..Process that has been engaged by KWETB for the nomination of Members to School Boards of Management: (from March Meeting)

Point of clarification:

The process outlined following are the steps followed when nominating members of KWETB Board to school boards of management.

- I. As secretary to the Board of Management, the school principal will notify the Director of Schools when/if a KWETB nominee to the Board of Management is required.
- II. The Director of Schools will ask for the matter to be included as an agenda item for a forthcoming meeting of the KWETB.
- III. *Nominees from KWETB will be sought to sit on the school Board of Management.***
- IV. If a member of the KWETB is unavailable to serve as a member of the Board of Management for the school, the Board of KWETB may request that the Board of Management seek suitable nominees from the community.
- V. The school principal/Secretary to the Board of Management and a KWETB member serving on the Board of Management will satisfy themselves as to the suitability of the proposed nominee.
- VI. The KWETB member serving on the Board of Management will propose the new nominee to the KWETB at a meeting of the Board.
- VII. All nominations will be required to be formally proposal, seconded and written into the record of the board meeting.

5. Leadership and Management in Post Primary Schools:

KWETB schools are actively engaging in the consultation process for the new leadership model in schools. This is a fundamental change in the culture and practice of middle management and leadership in our schools. KWETB is committed to a consistency of approach to the implementation of the new model across all our schools and the Principal Steering Group is supporting other principals in the application. Overall KWETB will be promoting over circa 80 staff members over the 2017/18 and 2018/19 school year. The Board of managements will have role in approval and the agreement the priority areas of responsibility under the four key

domains identified.

Domain 1: Leading Teaching and Learning

Domain 2: Managing the Organisation

Domain 3: Leading School Development

Domain 4: Developing Leadership Capacity

https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0003_2018.pdf

Please note that all final lists of roles and responsibilities for AP1 and AP2 posts must be ratified by school Boards of Management before they can be advertised and recruited.

6. Online Patronage Process System

DES has invited KWETB to apply to participate in the Patronage Process for the four post-primary schools to be established in September 2019. Details of the four new post-primary schools due to be established are as follows:

County	School Planning Area(s) to be served	School Size (pupils)	Year of Opening
Dublin	Donaghmede_Howth_D13 (Belmayne/Clongriffin area)	1,000	2019
Galway	GalwayCity & Oranmore (Regional solution)	1,000	2019
Louth	Laytown & Drogheda (Regional solution)	600	2019
Wicklow	Wicklow	600	2019

An Online Patronage Process System (OPPS) is currently being developed by the Department to provide objective information to all parents which will allow them to make an informed choice about their preferred model of patronage for their child's education. Parents are also given an opportunity to express a preference for their child to be educated through the medium of Irish or English. Parental preferences will be submitted by parents online. KWETB is to respond by 13 June 2018.

7. Director of Schools Meeting in ETBI on the 21st March 2018 and 16th May

2018.

Key matters of interest that will be addressed at this forum:

- Compliance with Child First Act 2015 and matters arising
- Religion in Schools CL 13/18
- Reconfiguration process schools: Patronage.
- Continuous Professional Development
- Continuous Professional Development for leadership roles in schools AP1 And AP2
- Out of School Education Provision

8. KWETB Section 29 Appeals Summary

See Appendix 1

References/Circular Letters for noting:

Circular Letters:

- CL 9/2017
- CL 13/2018
- CL 81/2017
- CL 3/2018

Matters for Presentation at Meeting:

N/A

School Operational Matters

**Date:
May 18**

Key points to note

9. Schools Risk Register:

Two part Process on the 17th April and the 1st May

Very positive engagement from all principals Post Primary and CNS.

Stephen Geary from IPB facilitated the sessions.

The Schools Risk Register will be a standing item on all Principal Network meetings with a quarterly report into the Audit Committee.

The final register will be presented at Audit Committee and then to the ETB Board.

10. Principal Network Meeting held on the 1st May

All items listed above were key topics of review in addition

- Staff Transfers complete for 18/19 school year. Recommendation on how to manage transfers for 19/20 to be discussed.
- Recruitment for Post Primary Teaching commenced concerning critical vacancies.
- Steering Group to give more consideration to the consultation process on PORs AP1 and AP2
- Operation of Child Protection Requirements matters arising.
- GDPR
- locations of meetings going forward
- Early School Leavers Survey

Liquidation of Sammon Contracting Ireland

Members will be aware of the announcement that Sammon Contracting Ireland Ltd. (SCIL) has been put in to liquidation. KWETB and DES have issued initial statements on the matter. SCIL was the lead contractor on the construction of new school buildings for Maynooth Post Primary School and Maynooth Community College. The company had previously been involved in a PPP programme which included the construction of a new building for Coláiste Ráithín, Bray. KWETB met with DES officials on 5 June 2018 on the matter. Members of the Senior Management Team of KWETB met with key representatives of the Maynooth Education Campus Design Team on 7 May 2018.

There was, of course considerable disappointment on the inevitable delays that the liquidation of Sammon Construction would entail.

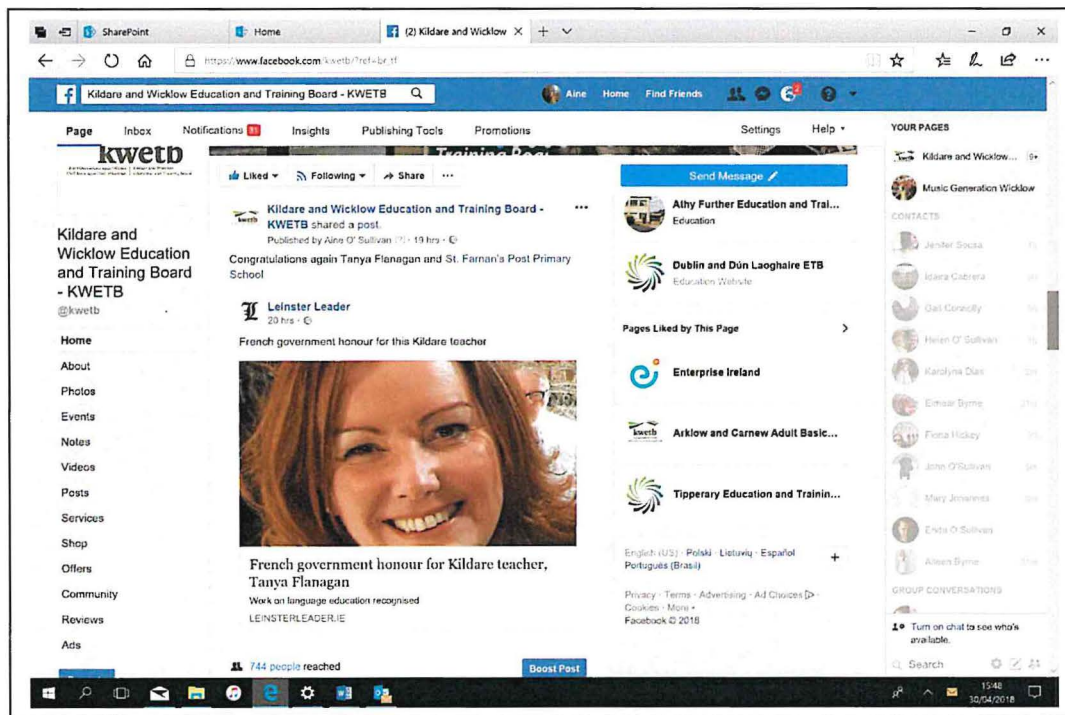
However, the Design Team has already embarked on the development of a critical path and revised timeline for the project. They are in the process of developing a series of options for consideration by KWETB and the DoES so that a new

contractor can be engaged at the earliest possible date.
KWETB is to meet with the Design Team during the week 11 June to review these proposals.

On developments relating to the construction of Coláiste Ráithín, the statement from the Minister on 5 June noted:

“The Department of Education and Skills can also confirm that SCIL formed part of a tender for the completion of construction of the Schools Bundle 5 PPP project following the liquidation of Carillion Construction Ltd. This PPP project encompasses five school buildings and one further education college across four sites in Bray, Wexford, Carlow and Kells. The tender process to identify a replacement contractor or contractors for the completion of the buildings and for facilities management services is at an advanced stage.”

11. KWETB Facebook: https://www.facebook.com/kwetb/?ref=br_tf



Other Matters:

End of Report:

**Finance for noting or adoption:
References/Circular Letters**

N/A

Matters for Presentation at the Meeting:

N/A

*** *Appendix 3.*

FET REPORT

KWETB BOARD MEETING REPORT JUNE 2018

Report submitted by:

Caitriona Murphy, Director of Further
Education and Training

Report for ETB Meeting 19th June

Prepared by the FET Senior Management Team: Caitriona Murphy, Eileen Cullen, Catherine Byrne and Brenda Lynch.

Finance and Funding

- KWETB FET Budget for 2018 was confirmed by SOLAS; our allocation is €29.4m.
- KWETB met with SOLAS on the 21st May 2018 in relation to a 3-year Strategic Performance Agreement which will reflect the FET ambitions, strategies and plans for KWETB, together with how we will contribute to national government targets (outlined in detail in the March 2018 report). The meeting was hosted in the KWETB Hospitality Centre in Marine House, Wicklow. As a growing ETB, KWETB presented an ambitious and considered response to the targets outlined in the SOLAS Corporate Plan; feedback from SOLAS was very positive and we await feedback in writing so that consideration can be given to improving the plan, if necessary. A sign off (date to be confirmed) and publication date of September 2018 are subject to review. The Board will be briefed in due course.
- Expenditure is on track for this time of the year and is carefully managed by the Finance and FET teams; 16,124 FET beneficiaries as follows;
 - Full-time - 5,946
 - Part-time – 8,642
 - Community Education – 1,536

Children First Act 2015 – Child Safeguarding Statements

FET Centres are compliant with the Act. Copies of the Child Safeguarding Statements for six FET centres/services have been submitted to the board for ratification at the June Board meeting.

Programme and Project Updates

Training Services

- KWETB are collaborating with SOLAS in relation to new Apprenticeships and are currently recruiting for the Commis Chef Apprenticeships in Naas and Bray.
- A Career Guidance Information Day held in February 27th 2018 initiated a communication process between Training Services and Schools in relation to opportunities for students in relation to Apprenticeships and also Traineeship options.
- KWETB are collaborating on a continual basis with the Regional Skills Forum and plan to work on pilot initiative funded by the Department of Education and Skills.
- A recent request by company Retronix, who provide services to Intel, has led to training and job opportunities for learners from KWETB programmes.
- KWETB are in a position to provide services to employees in Coco Cola, Athy.
- Evening Programmes have commenced in Marine House, Wicklow.
- SOLAS are developing a Teaching and Technology Programme for all teachers/tutors in FET in conjunction with a Contracted Training Provider; this programme is envisaged to be a short, interactive online programme in tandem with the development of Technology Enhanced Learning.

- A new Traineeship in Horsemanship Level 5 is being planned with RACE as a progression route from the Level 4 Trainee Jockey programme.
- A number of Local Training Initiative (LTI) programmes ceased in 2018 where programme outcomes were reviewed and in line with the KWETB submission to SOLAS; as part of our legal obligations redundancy payments of circa €200,000 have been made in 2018.

Further Education and Training Centres

- KWETB are currently progressing with discussions on a property in north Kildare for VTOS and BTEI learners. KWETB will advertise again in local newspapers for expressions of interest for a property for our Youthreach learners (currently based in Mill Lane, in Leixlip). We are seeking a suitable building in Maynooth or Leixlip which will accommodate the 30 place full-time education programme close to public transport links with the capacity to provide the facilities needed to deliver the programme including culinary, ICT, art and practical skills programmes in addition to the core programme of education consisting of Maths, Communications, Personal Development and Work Experience. This is a priority for 2018 and is supported by SOLAS.
- KWETB will progress the development of the Electrical Apprenticeship in Naas after a number of meetings in relation to plans, fire safety and all other Health and Safety requirements (reference Building report). Funding was requested and approved in the funding request to SOLAS in 2018. National forecasts for Electrical Apprentices are continuing to increase and KWETB Corporate Services will project manage this building project with a planned completion date of Q1, 2019.

DEASP Defence Forces Employment Support Scheme

KWETB are education and training partners on the DEASP Defence Forces Employment Support Scheme which is being conducted in the Curragh Camp. This scheme will support social welfare recipients in accessing employment in the Defence Forces.

The anticipated planning will occur in Q3/Q4 2018. The Programme Board will meet to agree timelines but it is anticipated that detailed planning will begin in July with an October start date for the programme. DEASP will commence the briefing sessions in June in the local Intreo offices; KWETB are being requested to provide a six-week input and are fully committed to supporting this programme. It is expected that this programme will be delivered through our approved contracted training network.

Quality and Qualifications Ireland (QQI)

All schools and FET centres submitted a total of over 9,200 portfolios for authentication across a number of fields of learning including. This brings the number of portfolios submitted to QQI for certification to date in 2018 to over 10,500.

As part of the recent re-engagement process with QQI, KWETB recently agreed and published its current QA arrangements on the KWETB website <http://kildarewicklow.etb.ie/further-education/quality-assurance/>

Refugee Resettlement Programme: Hazel Hotel EROC

The US Embassy in conjunction with FAI hosted a Youth Soccer event at the Ambassador's Residence in the Phoenix Park on 1st June 2018 and children from the Hazel Hotel EROC

were among the participants. The local Monasterevin FC supported the EROC by providing football training for the children on Saturday mornings and providing football kits and boots (free of charge) to the children. KWETB continues to work with the FAI Intercultural worker to develop a themed English language programme for adult residents of the EROC in addition to integration themed sports programmes like Futsal and club open days.

DES Incidental Inspection

West Wicklow Youthreach in Blessington was the subject of an incidental inspection by DES on 30th May 2018. The inspectors were very impressed with the centre and particularly commended the Induction programme, learner engagement, the cooking programme, evidence of great organisation and teaching staff practices. Recommendations included increased integration of literacy and numeracy and, in one programme, improvements in contextualising the content for learners. The centre is being supported in implementing the DES recommendations.

European Social Fund (ESF) Reporting and eCohesion

The collation of non-financial indicator data regarding participants on programmes funded under the EU ESF Programme for Employment, Inclusion and Learning (PEIL) 2014-2018 has been finalised, approved and submitted.

Resource Matters

A lack of resources is very evident in relation to the targets set out by SOLAS to be delivered by Further Education and Training. Also the introduction of Learning Management System (Moodle) is an added pressure on staff. KWETB have received sanction from DES to recruit an Assistant Manager in Training Services, an Assistant Training Standards Officer and a replacement PLSS coordinator which are critical posts for KWETB. They will be advertised as soon as possible.