



BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARÁ AGUS CHILL MHANTÁIN

KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

KWETB Board Meeting

Minutes of the Board of KWETB held on Tuesday 21st February 2023 at 10.30a.m.

Venue: Online

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



Introduction

Once the required quorum was confirmed, the Chair welcomed all members.

Minute ETB 01-02-2023
No. 1 Conflicts of Interest/Disclosure of Interests

Board members declared no conflicts of interest.

Minute ETB 02-02-2023
No. 2 Apologies, Sympathies & Congratulations

Apologies were received from Cllr. Paul O'Brien and Cllr Tom Fortune.

The Board offered sympathies to the family of;
Carmel Reddy, Mother in law to Director of OSD, Joe Kelly.

The Board held a moment of silence as a mark of respect.

Minute ETB 03-02-2023
No. 3 Adopting the Minutes of previous meetings

3.1 Minutes of Board meeting 24th January 2023.

3.2. Minutes of in-camera session held on 24th January 2023.

Both the above minutes were taken together as proposed and seconded by the Board.

Proposed: Cllr Íde Cussen
Seconded: Mr Noel Merrick

Minute ETB 04-02-2023
No. 4 Matters Arising from the Minutes

The CE clarified the legal standing of hybrid or online meetings as discussed at the last Board meeting. Confirmation was sought from the ETBI Legal Services Support Unit (LSSU). Clarification was provided that there is no provision in the legislation to say that Board meetings must be in person and that the ETB Act 2013 and the Code of Practice for the Governance of ETBs requires the Board to regulate their meeting procedures through their Standing Orders.

Minute ETB 05-02-2023
No. 5 Matters for approval, noting or adoption

5.1. Adoption

5.1.a. Draft Service Plan 2023

The CE briefed the Board on the narrative to the Service Plan, informing them we draft this plan following a set format with prescribed inclusions from the Department of Education (DE) along with financial forecasts as provided for in the DE Letter of Determination. Our objectives annually are derived from the KWETB Statement of Strategy pillars, any new legislation, responsive to current



social demographic trends and conversations had a Board level. The CE noted significant obligations under the provision of services for refugees for the coming year. Attention was brought to some new additions of focus for the year such as Scéim Téanga, Public Sector Duty; equality, disability and inclusion and sustainability of buildings.

The Finance Committee Chair, Noel Merrick then provided an extensive report on the financial details of expected receipts and expenditure for the coming year as taken through by the Finance Manager with the Committee last week. On conclusion he relayed that the Finance Committee, having considered the draft Service Plan in detail, recommends to the Board the adoption of the draft Service Plan 2023.

The Finance Manager, Catherine Doran brought the Board through the details of School and Head office grants, FET grants, Youth Services grants, Agency & Self-financing projects and Capital grants. She noted that the draft service plan is completed on a cash basis as prescribed by the DE and projections may change throughout the year, progress is monitored and reviewed by the Finance Committee at each meeting. It was also noted that the 2022 accounts are in draft format until audited, therefore those figures enclosed are provisional. KWETB are carrying forward a surplus not recorded on the plan, and expect to complete 2023 with a surplus also. The Board noted that not all capital projects are managed by KWETB and therefore are not portrayed on our accounts; thus even more capital expenditure is spent on KWETB than portrayed by our accounts.

Approval for the draft Service Plan 2023 was sought.

Proposed: Cllr Bernard Caldwell

Seconded: Cllr Peter Hamilton

Minute ETB 06-02-2023

No. 6 Date of next meeting

Date of next meeting;

Tuesday 28th March 2023 in Coláiste Chill Mhantáin and hybrid.

The Annual Financial Statements are before the Board at the March meeting and due to the preparations of same the meeting materials will be shared with them later than 7 days in advance.

The Board were reminded that the Service Plan as adopted today remains in draft until the Department of Education accept it. Should there be minor changes requested, the Board shall be informed.

The Board were also informed that the 2021 financial accounts have been audited and laid before the House of the Oireachtas finalising these accounts and are now published on our website.

Signed: _____

Date: 28/03/2023

Cllr. Daragh Fitzpatrick

Chairperson of Kildare and Wicklow ETB