



BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARA AGUS CHILL MHANTÁIN

KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

KWETB Board Meeting

Minutes of the Board of KWETB held on Tuesday 24th January 2023 at 10.30a.m.

Venue: Celbridge FETC, Co. Kildare

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



Introduction

Once the required quorum was confirmed, the Chair welcomed all members. The members received a welcome and presentation from Adult Education Officer Brenda Lynch and Centre Coordinator Eilis Clare. The Board received an overview of the services provided, the centre's vision going forward and overall further education and training pathways.

Minute ETB 01-01-2023

No. 1 Conflicts of Interest/Disclosure of Interests

Board members declared no conflicts of interest.

Minute ETB 02-01-2023

No. 2 Apologies, Sympathies & Congratulations

Apologies were received from Ms. Alice O'Donnell, Ms. Deirdre O'Donovan and Cllr. Bernard Caldwell. Cllr. Nuala Killeen as signed in remotely gave apologies due to technical difficulties shortly after the start of the meeting.

The Board offered sympathies to the families of; Bernie Fitzpatrick, mother of Sarah Fitzpatrick, Principal of Brannoxtown Community National School and Ann Fortune, wife of Vice Chairperson Cllr Tom Fortune.

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

At this juncture the Board, proposed by Noel Merrick and seconded by Patsy Glennon, went "in-camera" to discuss a recent news article regarding KWETB in relation to an ongoing deliberative process. The Board resumed shortly after to the standard meeting with no decisions made by the Board to note.

Minute ETB 03-01-2023

No. 3 Adopting the Minutes of previous meetings

3.1 Minutes of Board meeting 22nd November 2022

Proposed: Cllr Peter Hamilton

Seconded: Stephen Horan

Minute ETB 04-01-2023

No. 4 Matters Arising from the Minutes
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No matters were arising from the minutes of the previous meeting.

A discussion arose regarding the legal standing of hybrid or online meetings. The ETB Act refers to meetings held by the Board as agreed in their Standing Orders. It was agreed clarity would be sought regarding online and hybrid meetings under legislation.



Minute ETB 05-01-2023

No. 5 Chief Executive update

The CE report was noted. The points that arose were;

- The importance of progressing the FET College of the Future application in a timely manner.
- The need for Board and Board of Management training on the ETBI Patron's Framework. It was clarified this framework does not apply to the co-trustee schools of the ETB, Community Schools. It was agreed the Executive will arrange a presentation to the Board on the Patron's Framework.
- Clarification of the number of vacant teaching positions in KWETB was received and a discussion on advertising was held.
- The CE noted a sectoral Out of School Education Provision report published by the DE with Tusla on the provision of services for young people under 16, which would be shared with the Board. A concern was noted in relation to the number of EWO vacancies locally.
- It was noted that the C&AG audit was concluded. The amendment to Statement of Internal Control 2021 was also noted.
- Celebration of ETB's on March 2nd led by ETBI and KWETB shall be nominating excellence in teaching and learning across the ETB to the national awards.

Minute ETB 06-01-2023

No. 6 Matters for approval, noting or adoption

6.1. Adoption

There were no matters for adoption on today's agenda.

6.2 Approval

6.2.a. 2023 Meeting Schedule

Following discussion regarding survey results it was suggested and agreed that the May 2023 Board meeting shall be held in the afternoon starting at 2.30pm. Other meetings shall remain at 10.30am unless otherwise agreed by the Board later in the year.

Proposed: Siobhain Grogan

Seconded: David O'Gorman

6.3 Noting

6.3.a. Audit and Risk Committee Report

As a member of the ARC, David O'Gorman provided the Board with a verbal report on the ARC's latest meeting. The Committee reviewed the audit reports received for the Local Training Initiatives (LTI) and the School meals audits and engaged with both the Director of Schools and Director of FET on the findings and recommendations of each.

6.3.e. KWETB Boards of Management Minutes

Noted.

Minute ETB 07-01-2023



No. 7 Risk Management

The Director of OSD spoke to the risk management report provided to the Board. There were 3 reduced risks levels; accommodation, governance, and protocols of funding/oversight providing context for each reduction. Two risks were parked; Covid-19 and the Ukrainian response. He noted 83% of mitigating actions have been completed.

Minute ETB 08-01-2023

No.8 Buildings Report

The Director of OSD gave an executive summary of the report as provided, noting 110 active projects and the core highlights of the report and high-level projects. A discussion ensued on building works and working and learning conditions at the Athy FETC site in past months. Progress on the Blessington Community College interim measures was acknowledged and interest at local level was noted to the Board.

Minute ETB 09-01-2023

No. 9 Finance Report

The Director of OSD spoke to the report provided to the Board. He noted this is reported on a cash basis and that surpluses and deficits coming into the year are not taken into account.

Minute ETB 10-01-2023

No. 10 Correspondence for the Board

10.1 VSWare letter from Coláiste Bhríde Student Council

The CE noted to the Board that the Student Council had written to her regarding the VsWare system limitations relating to gender identification. The CE engaged with the ETBI, who have in turn contacted VsWare and look to progress the matter.

Minute ETB 11-01-2023

No. 11 Members Business/Questions

No member's questions were received or raised for today's agenda.

The Board and Executive discussed admissions and enrolment difficulties in a number of areas across the two counties. The Executive assured the Board that they were aware of each situation and are actively working with KWETB schools regarding projected numbers, assessing shortfalls in school places and facilitating where possible. There was a common consensus to try make the process more effective.

The P2P system implementation was noted as challenging to staff and acknowledged that we are still in the embedding stage where across the organisation staff are adjusting to the change of system and obligations that come with it. There has been improvements to user confidence and the Finance team are continuing support through training sessions and identifying specific persons, schools or centres who require further support. This is the nationally adopted system and its success has been proven across other ETBs.



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Minute ETB 12-01-2023

No. 12 Date of next meeting

Date of next meeting;

Tuesday 21st February 2023 at 10.30am online - limited agenda for Service Plan adoption.

Signed: _____

Date: _____

28/03/2023

Cllr. Daragh Fitzpatrick

Chairperson of Kildare and Wicklow ETB