



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 05th July 2022 at 10.30a.m.
Online Meeting through MS Teams.

- Present:** Cllr. Daragh Fitzpatrick in the Chair, Cllr. Tom Fortune Vice Chairperson, Mr. Stephen Horan, Mr. Noel Merrick, Ms. Deirdre O'Donovan, Mr. David O'Gorman, Cllr. Anne Ferris, Ms. Siobhain Grogan, Ms. Alice O'Donnell, Cllr Lourda Scott, Cllr Íde Cussen, Cllr. Evie Sammon, Cllr. Nuala Killeen, Cllr. Bernard Caldwell and Cllr Peter Hamilton.
- 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.
- Apologies:** Cllr. Kevin Duffy, Cllr Patsy Glennon and Cllr. Paul O'Brien
- Absent:** Ms. Aoife Ní Chéileachair, Ms. Caoimhe Molloy, Mr Ronan Mills



Introduction

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

Minute ETB 01-07-2022
No. 1 Conflicts of Interest/Disclosure of Interests

Board members declared no conflicts of interest.

Minute ETB 02-07-2022
No. 2 Apologies, Sympathies & Congratulations

Apologies were received from Cllr Kevin Duffy, Cllr Patsy Glennon and Cllr Paul O'Brien.

The Board offered sympathies to the families, school communities and friends for the following;
Colm Keogh, Principal of Wicklow Educate Together Secondary School.

Alex Helps, a student at Celbridge Community College.

Margaret Borza, former teacher in St Kevin's Community College and sister of fellow Board member Cllr Patsy Glennon.

A minutes silence was held.

Minute ETB 03-07-2022
No. 3 Adopting the Minutes of previous meetings

3.1 Minutes of Board meeting 24th May 2022

Proposed: Cllr Bernard Caldwell

Seconded: Mr Stephen Horan

Minute ETB 04-07-2022
No. 4 Matters Arising from the Minutes

No matters were arising from the minutes of the previous meeting.

Minute ETB 05-07-2022
No. 5 Chief Executive update

The CE noted the end of the academic year with acknowledgement and thanks to all categories of staff across the organisation. The return of school activities such as school events, award and graduation ceremonies and so on, showcasing the achievements and talents of students across the two counties marked the return of normality to the communities of KWETB.

The CE thanked and acknowledged the work of the Board and the Committees of Finance, Audit and Risk and Nominations over this academic year.

The Board were informed the Annual Report 2021 was accepted in full by the Department of Education (DE), it is now being translated so as it can be laid by the DE before the Oireachtas.



The new financial system is now live. The CE thanked and acknowledged the hard work of the Director of OSD and Finance Team in implementing this significant project whilst maintaining daily operations and payments.

Recruitment has encompassed 270 advertisements recently and continues. The ongoing work of the recruitment team was acknowledged and thanks offered. A discussion was held on the national teacher shortage with the CE confirming the recruitment phase continues throughout the summer to fill teaching posts, reflecting teachers have multiple options of posts to accept based on their personal preference of school/location once successful in interview. Affordability of residential areas was also noted as a factor in teachers' choice of school. She extended thanks to all Board members who sit on interview panels to assist in the large recruitment drive. The systemic process will continue until September. Retired teachers are approached also, although the recruitment phase is exhausted in the first instance.

Support to the Ukrainian refugees continues over the summer months with summer schools and ESOL services offered. The CE acknowledged the work of all of the stakeholders in the community who are providing such services to the incoming refugees. The numbers are increasing, although it is a very transient situation with much movement of refugees from temporary to permanent locations. Currently at the end of the academic year in primary there were 35 students in Kildare enrolled and 181 in Wicklow; whilst at post primary level, there were 91 students in Kildare and 97 in Wicklow schools.

The CE proposed to issue an MS Forms survey to the Board to establish preferences for venue and hosting of the Board meetings going forward. The Board can expect same to be issued via email.

Minute ETB 06-07-2022
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. Finance Committee Vacancy

The Chair confirmed the Nominations Committee put forward the applicant Ms Martina Robinson for approval to become a member of the Finance Committee. The Board approved the appointment of Martina Robinson as an external member to the Finance Committee.

Proposed: Cllr Anne Ferris

Seconded: Ms Alice O'Donnell

6.2.b. Brennan's Parade lease extension

The Director of FET reminded the Board this had come before them at the last meeting but a slight change to rent and timeline for notice to quit were since received, details informed to the Board. The Director of FET noted this extension was a contingency to the pending move to a different location for the Bray Adult Education service. The Board agreed to approve same.

Proposed: Mr David O'Gorman

Seconded: Mr Stephen Horan



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6.2.c. ETBI AGM voting members (5)

The below five members were agreed by the Board to attend the online ETBI AGM on September 21st 2022 as voting members for KWETB, with two agreed reserve members should anyone of the agreed 5 voting members become unavailable closer to the time.

Voting Members:

1. Cllr Daragh Fitzpatrick
2. Mr Stephen Horan
3. Mr David O’Gorman
4. Cllr Tom Fortune
5. Ms Deirdre O’Donovan

Reserve Members:

1. Ms Siobhain Grogan
2. Cllr Anne Ferris

Proposed: Cllr Daragh Fitzpatrick

Seconded: Cllr Evie Sammon

6.2.d. ETBI Conference attendance

The Board agreed to propose the full Board for approval to attend the 2-day ETBI conference on 28th and 29th September 2022 expensed to KWETB and nearer to the time the Executive will confirm attendance with members for registration.

Proposed: Cllr Daragh Fitzpatrick

Seconded: Cllr Peter Hamilton

The CE noted that the theme of the conference is Equality, Diversity and Inclusion. In this context the Executive would defer its presentation on same until after this conference.

6.3 Noting

6.3.b. KWETB Boards of Management Minutes

Noted.

Minute ETB 07-07-2022
No. 7 Risk Management

The Director of OSD spoke to the risk management report provided to the Board, noting changes of the risk landscape since the last meeting. The Board were informed of the additional risk of responding to Ukrainian crisis, added as the increased and anticipated numbers to provide services for is unknown at this stage and mitigating actions to facilitate the refugees are in train.

The Covid risk was also reduced but the Executive are conscious this will be monitored and could fluctuate in coming months.

Minute ETB 08-07-2022
No.8 Buildings Report

The Director of OSD gave an executive summary of the report as provided, noting 90 active projects and the core highlights of the report and high-level projects. It was confirmed the temporary accommodation (TA) projects are part of the overall solution to facilitating accommodation with



numerous applications in progress being actively managed. The Board noted the extra workload the TA bring and acknowledge the great work of the Buildings team.

Update on timelines was sought for Athy FETC projects of roof works and toilet refurbishment as tendered in recent months, to which the Director of OSD confirmed as due to the national shortage of TA and the turnaround capacity for same, we currently have no confirmed timeline so will get back to the Board with this information.

The Director of OSD confirmed plans in place to support the management of the capital buildings projects include 2 new DE sanctioned resources allocated to the Buildings team, along with a SOLAS funded senior resource in the Buildings team. As well as the third-party company engaged to project manage capital projects alongside the Buildings team.

Confirmation was sought in relation to Greystones Community College new build and whether the DE were still planning to manage as a design and build fast tracked project or whether it will be bundled with other projects and if this may affect the timelines of same. The Executive confirmed as this is a DE project and KWETB are not the client, KWETB are unaware if it will be bundled by the DE, although have been assured by the DE that it is a priority project. KWETB can only communicate updates to such projects once official information is provided to them by the DE.

In relation to Gaelcholáiste Mhaigh Nuad, the possibility of TA on site has been raised with the DE and the CE expects further correspondence on them regarding same. The options study is with the DE which will inform the DE's decision on how to progress with both the location at Manor Mills and the old Maynooth Post Primary campus. The study evaluated the whole campus and the future plans will be looked at comprehensively, considering the other patrons on campus also.

The Board sought update on alternative premises for the head offices in Naas to which the Director of OSD confirmed one option is currently being assessed for value for money and the legal experts are assessing the terms and conditions. Further developments will be communicated to the Board in due course, with the hopes it may be possible for the office to move for January 2023. Alternative offices for the Wicklow administrative offices are also being pursued.

Minute ETB 09-07-2022

No. 9 Finance Report

The Director of OSD spoke to the report provided to the Board. He commended the work of the Finance team in implementing the new financial system on time along with daily operations providing for a more secure financial system for KWETB.

Minute ETB 10-07-2022

No. 10 Correspondence for the Board

No Correspondence for the Board's attention for this meeting.

Minute ETB 11-07-2022

No. 11 Members Business/Questions

11.1. Update on Board Self-Effectiveness Review



The Chair confirmed a meeting is set with the CE next week whereby he will bring the items noted at the Board training event to evaluate the self-effectiveness review for discussion, with the view to then bring a further report back to the Board at the September meeting. The notes from this training event shall be shared with the Board today.

Cllr Tom Fortune advised the invoice for this event would be incoming from Wicklow County Council.

11.2 KWETB Irish Scéim Teanga (language scheme)

Member Siobhain Grogan spoke to her question submitted regarding the KWETB Scéim Teanga. The Board were briefed on report by the Language Commissioner on the implementation of KWETB's Scéim Teanga and her questions to the Executive outlined. The CE provided response to same, confirming that following the changes to OSD responsibilities, the Scéim Teanga management is now assigned to an APO for responsibility with progressing the scheme. The CE confirmed that as a consequence of Covid, work which had begun on this prior to 2020 was stalled and not prioritised. The Executive acknowledge that much work has to begin on the implementation of the scheme to work our way through our obligations.

To address the queries the CE confirmed the website content is currently with a translator so as we can provide a dual language site and in the interim we have an accessibility toolbar to facilitate language translation to a variety of languages included Gaeilge. In relation to providing Irish speaking services to the general public, we currently take details and arrange for an Irish speaker to contact the person to provide the service as Gaeilge. Prior to covid, administrative staff had begun training to build upon our capacity amongst staff to provide this service. The CE thanked members who offered their assistance in implementing the scheme and welcome interest on same.

A query was raised regarding potential new primary schools which KWETB may have the potential to be Patron. The CE clarified the DE were identifying areas around the country which may require the divestment of existing primary schools. The DE would then run a process whereby potential patrons would express interest in becoming the patron. The CE confirmed once this process begins, as Arklow was identified as an area, KWETB will be looking to engage in this process.

Cllr Peter Hamilton raised items for further discussion with the Executive on the former Maynooth Post Primary campus regarding the community use of the assembly hall, as well as proposed collaboration with the Campus Coordination Group for the campus shared resources and management operations. He noted some feedback from the community regarding the campus and community use. The CE confirmed she would follow up as Cllr Hamilton had informed he would send a written communication of same for clarity.



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Minute ETB 12-07-2022

No. 12 Date of next meeting

Date of next meeting

Tuesday 27th September 2022

The Chair reminded the Board of the above date and the dates of the ETBI conference 28th and 29th September 2022.

Signed: _____

Date: 27/09/2022

Cllr. Daragh Fitzpatrick

Chairperson of Kildare and Wicklow ETB