



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 22nd November 2022 at
10.30a.m.
Venue: Coláiste Ráithín, Bray

- 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 Patsy Glennon, Ms. Caoimhe Molloy, Ms. Alice O’Donnell, 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:** Cllr. Kevin Duffy, Ms. Deirdre O’Donovan and Cllr. Bernard Caldwell
- Absent:** Ms. Aoife Ní Chéileachair, Mr Ronan Mills, Cllr. Tom Fortune,



Introduction

Once the required quorum was confirmed, the Chair welcomed all members. The members received a welcome from Coláiste Ráithín Principal.

The Chair thanked Aine Murphy for the Board Refresher training provided prior to this morning's meeting as an agreed outcome from the Board effectiveness review.

Minute ETB 01-011-2022
No. 1 Conflicts of Interest/Disclosure of Interests

Board members declared no conflicts of interest.

Minute ETB 02-11-2022
No. 2 Apologies, Sympathies & Congratulations

Apologies were received from Cllr. Kevin Duffy, Ms. Deirdre O'Donovan and Cllr. Bernard Caldwell.

The Board offered sympathies to the families, school communities and friends for the following;
Donna Hill, Sister to Monica Byrne, Human Resources.

Ciaran Megannety, student of KWETB Bray ABE

The Board held a moment of silence to honour the above.

Minute ETB 03-11-2022
No. 3 Adopting the Minutes of previous meetings

3.1 Minutes of Board meeting 27th September 2022

Proposed: Cllr Paul O'Brien

Seconded: Stephen Horan

Minute ETB 04-11-2022
No. 4 Matters Arising from the Minutes

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

Minute ETB 05-11-2022
No. 5 Chief Executive update

The CE noted her written report provided on the agenda. She highlighted items within such as;

- Two school openings in recent weeks and praise was given to the student led events and thanks to all members who attended same.
- The upcoming ETBI launch of the Patron's Framework this week, launching supports around the implementation of ethos of ETB schools.
- She thanked all members who attended the ETBI conference and gave an update on progress regarding EDI following the theme of the conference.
- The CE noted an event in BIFE on Friday coming to which the Minister for DFHERIS will be attending and members are welcome.



Minute ETB 06-11-2022

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. Overdraft facility

Sanction was received from the Minister and this next step is to request the implementation of the overdraft should it be required. Confirmation was received that management do not foresee a requirement for same in the coming year.

Proposed: Cllr Patsy Glennon

Seconded: Mr Stephen Horan

6.2.b. 2023 Meeting Schedule

Following discussion, it was agreed that the executive would issue a survey to the members to determine appetite for afternoon meetings. The dates as set out in the schedule were approved.

Proposed: Cllr Peter Hamilton

Seconded: Cllr Anne Ferris

The Chair notified the Board of lunch to be provided following the January meeting and encouraged all members to attend in person to meet as a collective.

6.2.c. Reserve Members forum

The Board were requested to nominate a member to represent KWETB on the ETBI Reserved Members forum. The Chair is currently sitting on this forum and was nominated again today.

Proposed: Cllr Anne Ferris

Seconded: Alice O'Donnell

6.2.d. Leases

(i) Osprey licence

This is a 12 month extension of the current lease to house the training services team. It was confirmed we are not at risk of breaking the lease, approximated by the timing it will take to acquire the new head office lease and complete the move in.

Proposed: Cllr Evie Sammon

Seconded: Cllr Daragh Fitzpatrick

6.2.e. Site Purchase at Coláiste Bhríde, Carnew

The Board were briefed on the requirement for the site purchase and this was supported by local members of the Board. Approval and funds have been secured from the Department of Education (DE) for this purchase.

Proposed: Cllr Paul O'Brien

Seconded: Cllr Patsy Glennon



6.3 Noting

6.3.a. Finance Committee Report

Mr Noel Merrick, Chairperson of the Finance Committee provided a verbal account to the report given to the Board. He noted the informative procurement presentation received to the Committee from the Procurement Officer which was supported by committee member Cllr Hamilton. The Finance Committee noted their review of the Service Plan 2022 figures shows overall receipts & expenditure are in line with expectations. He explained non-compliant procurement is continually reducing due to new contracts and frameworks implemented. He noted challenges with reporting due to the change of financial system mid-year meaning there are two systems to report off for 2022. The Committee noted their confidence in the procurement department and controls in situ.

6.3.b. 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 noted the Corporate Procurement Plan, the reviewed and updated anti-fraud and corruption policy and receipt of update on the blended working policy which has seen an 80% uptake. The IAU (Internal Audit Unit ETBs) Director met with the committee and they discussed timelines in reporting of audits.

6.3.c. Corporate Procurement Plan 2022

The Director of OSD explained the purpose of the report and was available for any queries. Noted by the Board. He acknowledged the compliments to the Procurement team and would feed same back.

6.3.e. KWETB Boards of Management Minutes

The Director of Schools confirmed that minutes are continually received and uploaded for each Board meeting. A review of the 2022 minutes would be carried out in February next year and follow up to the Principals will ensue where appropriate. A register of same is maintained as received.

Minute ETB 07-11-2022
No. 7 Risk Management

The Director of OSD spoke to the risk management report provided to the Board, noting no changes since the last meeting.

Minute ETB 08-11-2022
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. The Director of OSD agreed to clarify terminology regarding Avondale Community College project. Discussions ensued regarding local areas and demand for school places including Avondale, south Wicklow and Maynooth. Immediate needs were also noted including Blessington Community College and Gaelscoil na Mara. The Executive assured the Board they are mindful of the demand and growth of the region and will work with the DE for solutions to accommodate same. The Board were reminded



the schools admissions policies must run through before emergency accommodation measures can be considered.

The Board heard the ETB are awaiting receipt of the formal approval and project brief from the DE for Gaelcholáiste Mhaigh Nuad. Extension to the school numbers may be considered at Stage2A of the build with considerations from the technical teams which would be submitted to the DE for decision.

Concerns were noted from the Board and Executive regarding delays to Greystones Community College new build, this project is managed by the DE therefore KWETB do not have ownership for it. Tender documents are due to issue in early December to progress. The Executive assured the Board that the DE would provide further temporary accommodation if required. The Executive provide updates to Principals regarding buildings updates weekly to then inform their Boards of Management.

It was noted that the roof works in BIFE are a priority for the Procurement and Buildings Teams. This significant project also includes fencing of the property border and it is expected to proceed next summer.

The Board commended the Executive on the management of projects and noted sufficient controls in situ as reflected in the reports and comments received to them at Board meetings.

Minute ETB 09-11-2022
No. 9 Finance Report

The Director of OSD spoke to the report provided to the Board. He noted KWETB no budgeting concerns. He acknowledged the challenges in embedding the new financial system across the organisation but the governance controls and benefits with the implementation of shared services is very positive for the overall governance of the organisation. Training continues for users.

Minute ETB 10-11-2022
No. 10 Correspondence for the Board

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

Minute ETB 11-11-2022
No. 11 Members Business/Questions

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

Minute ETB 12-11-2022
No. 12 Date of next meeting

Date of next meeting;

Tuesday 24th January 2023 in Celbridge FETC.

This January meeting will finish with a lunch for the members.

The Chair wished all members a Happy Christmas. Thanks were expressed for the support of the Board throughout the year.



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Signed: _____

Date: _____

24/01/2023

Cllr. Daragh Fitzpatrick

Chairperson of Kildare and Wicklow ETB