



KWETB Board Meeting
Minutes of the Board of KWETB held on Tuesday 24th May 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. Paul O'Brien, Cllr. Kevin Duffy, Cllr Lourda Scott, Cllr Íde Cussen, Ms. Caoimhe Molloy, Cllr. Nuala Killeen and Cllr. Bernard Caldwell
- In attendance:** Dr. Deirdre Keyes CE, Mr. Joe Kelly Director of OSD, Mr. Ken Scully Director of Schools, Mr. Ken Seery Director of FET, Dr. Áine Murphy KWETB, Ms. Orla Kealy KWETB.
- Apologies:** Cllr. Patsy Glennon, Cllr. Peter Hamilton
- Absent:** Ms. Aoife Ní Chéileachair, Cllr. Evie Sammon



Introduction

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

Minute ETB 01-05-2022
No. 1 Conflicts of Interest/Disclosure of Interests

Board members declared no conflicts of interest.

Minute ETB 02-05-2022
No. 2 Apologies, Sympathies & Congratulations

Apologies were received from Cllr Patsy Glennon and Cllr Peter Hamilton.

Congratulations from the Board were offered to Cllr Evie Sammon and her husband on their recent marriage, note to write to express same was agreed.

Minute ETB 03-05-2022
No. 3 Adopting the Minutes of previous meetings

3.1 Minutes of Board meeting 22nd March 2022

Proposed: Mr Noel Merrick
Seconded: Mr Stephen Horan

Minute ETB 04-05-2022
No. 4 Matters Arising from the Minutes

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

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

The Chief Executive (CE) noted the completion of the QQI inaugural review process in April, the initial feedback has been received and the final report is expected in the coming months. Special thanks were given to all members who participated in the review.

The CE informed the Board that the Service Plan for 2022 was accepted by the Department of Education (DE). As noted at the February meeting an increase in the Community National School (CNS) funding was requested within and CE confirmed to follow up on same with the DE.

The CE also noted KWETB plans to formalise our vision for FET going forward and looking at areas of infrastructure and necessary capital investment to make premises fit-for-purpose.

The Board were reminded of expression of interest form available on their SharePoint site should any members be interested in sitting on Boards of Management or interview selection boards for the Community Schools of which KWETB are patron or co-patron.

5.1. Update on KWETB Ukrainian response



A disparity at primary and post primary level of numbers and demand has been found across KWETB. There are approximately 18,000 – 20,000 school places nationally available. Capacity areas in September are expected due to movement of Ukrainian families from area to area. Ongoing guidance and communications have been issued to schools.

Regional Education and Language Teams (REALTS) have been established in each ETB region throughout the country. A REALT Coordinator was appointed within KWETB. REALT teams are working well at local level to response to needs. These teams have found the DE Geomapping very useful and helpful in identifying available school places. KWETB have found more demand for places in Wicklow than Kildare presently.

In FET, services are busiest in North Wicklow, North and Mid Kildare in responding to demand of incoming learners, particularly in the uptake of ESOL – English Speakers of other Languages. KWETB have a panel of ESOL tutors, offering approx. 400 hours of ESOL provision. FET are not currently stretched by demand in response to the Ukrainian influx of refugees.

5.2. FET College of the Future on the BIFE campus

The Director of FET gave a detailed explanation to the submission input to SOLAS for an FET College of the Future on BIFE campus. He spoke to elements included such as renovation to the campus, amalgamation of services, redevelopment of internal infrastructure, new facilities and design and accessibility as key components. SOLAS are currently reviewing all submissions by ETBs and we hope for a decision in the summer. The Director of FET noted that if funding were approved for same, a second submission of further detailed plans would be required.

A query regarding the housing of North Wicklow Educate Together on the BIFE campus proposal was raised to which the CE confirmed there has been no final decision made on this from DE & Department of Further and Higher Education, Research, Innovation and Science (DFHERIS). Approval of this submission would be contingent on the resolution of this co-location proposal. The CE confirmed KWETB have been advised to continue with submissions and acting in the best interest of KWETB and BIFE's future vision as the best possible location for an FET College of the Future. The challenge as to the remedial works required now were noted and an application for emergency works for the roof cost came in at €1.8million. There is 3 to 4 million available for this fund nationally. Representatives from DFHERIS and SOLAS have visited BIFE site and the application is under review and we await decision.

The Board acknowledged and appreciated the work involved in this submission by the FET team. The focus on universal accessibility within was noted with a reminder that accessibility and refurbishment of all FET locations must also be a focus for the Executive.

Minute ETB 06-05-2022

No. 6 Matters for approval, noting or adoption
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6.1. Adoption

6.1.a Draft Annual Report 2021 and Chairperson's Comprehensive Report

The CE presented an executive summary of the draft Annual Report 2021 which they received in advance, outlining the cyclical nature of the Statement of Strategy, annual Service Plan and Annual



Report on strategic plans, actions and reporting. The draft Annual Report reflects strategic actions set out and what was achieved in 2021.

The Board adopted both the draft Annual Report 2021 and Chairperson's Comprehensive Report as presented today. Both documents are draft and subject to amendment as directed by the DE.

Proposed: Cllr Íde Cussen

Seconded: Mr David O’Gorman.

6.2 Approval

6.2.a. Finance Committee Vacancy

The Chair, on behalf of the Nominations Committee Chairperson, relayed that a name shall be brought for approval at the next Board meeting.

6.2.b. Appointments to School Board of Management

Gaelcholáiste Mhaigh Nuad community representative Cllr Angela Feeney was brought to the Board for approval.

Proposed: Cllr Íde Cussen

Seconded: Ms Siobhain Grogan

The Chief Executive noted that an exercise to review the Board of Management compositions and vacancies is planned and will be reported back to the Nominations Committee to look at any necessary requirements to fill.

6.2.c. Casual Vacancy on Board

KWETB Governance and Compliance officer was invited to brief the Board on the requirements of filling this casual vacancy in accordance with the legislation and Departmental guidance. The Board were informed that the original nominees from representative’s bodies received in 2019 were contacted for confirmation of availability of nominee and the responses received were in front of the Board today for consideration.

The Board held a lengthy discussion on the adequacy of the information provided about nominees and the desire for experience of diversity, inclusion and equality to be included. This was noted and it was agreed these issues should be raised at the ETBI conference in September. It was also requested that the Executive give an overview of its equality and inclusion work at a future meeting. The CE agreed to do this at the September meeting.

Nominee, Mr Ronan Mills, of Institute of Professional Auctioneers and Valuers (IPAV) was proposed and agreed.

Proposed: Mr David O’Gorman

Seconded: Cllr Anne Ferris

6.2.d. Land swap - Ardscoil Rath Iomghain and Kildare County Council

The Director of OSD spoke to this item, explaining the premise of the request to the Board. Kildare County Council are transferring the ownership of the site of Ardscoil Rath Iomghain to KWETB in exchange for KWETB assigning their interest in the remainder of the lease over the Riverbank Arts Centre, Newbridge to Kildare County Council.



Proposed: Mr Noel Merrick
Seconded: Cllr Kevin Duffy

6.2.e. Leases

- (i) Training Services Railway House, Wicklow Town renewal
- (ii) Adult Education Brennan's Parade, Bray extension
- (iii) Adult Education Beechwood Close, Bray potential new lease

The Director of FET spoke to the need, value and details for each of the above leases.

Proposed: Mr David O’Gorman
Seconded: Cllr Kevin Duffy

6.3 Noting

6.3.a. KWETB Audit and Risk Committee report

Cllr Kevin Duffy, member of the ARC spoke to the report provided. He gave note to the ongoing audits. The DEIS audit report was received back and the Director of Schools presented to the ARC for engagement in relation to same last week to which Cllr Duffy reported some of the planned actions following audit report. Risk management review by the ARC was noted and the Board were informed the ARC were presented with a draft Risk Appetite Statement. This relates to identifying what the organisation sees as within its tolerance of acceptability of risks and shall be used as a decision-making tool and support assessing risk appropriately.

6.3.b KWETB Finance Committee Report

Mr Noel Merrick, Chairperson of Finance Committee briefed the Board on the report. He noted a review of implementation of the Service Plan financials for quarter one was completed by the committee. He noted that capital expenditure was reflective of the capital funding received in 2021 for ongoing capital projects and paid out in 2022. The Committee sighted the above leases brought for approval today. A report from the ETB Finance forum in relation to the SUN financial system was provided to the Committee.

6.3.c. Compulsory Purchase Order for Road Bed outside of Athy FETC

Kildare County Council (KCC) identified land in KWETB ownership that is required in order to construct the Athy Distributor Road project. As part of this process, a CPO of the road bed outside Athy FETC is being undertaken. The Director of OSD confirmed a valuation process has taken place, there is no cost to KWETB associated with this CPO and no negative impact identified to staff and students at the location. A change to the entrance to a safer area is included in the works by KCC. Noted by the Board.

6.3.b. KWETB Boards of Management Minutes

Noted.



Minute ETB 07-05-2022

No. 7 Risk Management

The Director of OSD spoke to the risk management report provided to the Board, noting no changes to statuses of risk ratings and the heat map. A discussion was held on resourcing as a risk, with confirmation OSD secured some resources very recently following a business case to the DE which will take time to see the impact on the ground. There is a sectoral review of the organisational structure of ETBs, looking at the range of functions, services and compliance requirements. KWETB continue to manage in house resources and request further resources continually. The Executive confirmed this is an agenda item at each quarterly review meeting with the DE.

Minute ETB 08-05-2022

No.8 Buildings Report

The Director of OSD gave an executive summary of the report as provided, giving a summary of the temporary accommodations status and providing update on a number of the high-level projects in progress currently.

The Executive confirmed no timeline has been made available from the DE regarding the future refurbishment of the old Maynooth Post Primary location for Gaelcholáiste Mhaigh Nuaid to relocate to this premises. The Board expressed concern around the risk of enrolments due to the uncertainty of the future location of the school.

Greystones Community College is set to be completed as a 'Design and Build' which is a quicker and smoother capital project process. The DE are set to purchase site now planning permission was granted.

Minute ETB 09-05-2022

No. 9 Finance Report

The Director of OSD spoke to the report provided to the Board. KWETB are in line with their expected expenditure for the year. It was noted to the Board the considerable training and planning underway for the introduction of the new SUN financial system.

Minute ETB 09-05-2022

No. Correspondence for the Board

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

Minute ETB 10-05-2022

No. 10 Members Business/Questions

11.1. I-Mark Initiative

Clr Íde Cussen noted to the Board this initiative and toolkit as received from South West Regional Drugs and Alcohol Task Force in relation to use educational or other materials from alcohol industry funded sources and the recommendation to avoid same, noting the HSE also created a policy in relation to this topic. The CE noted this and would consider how best to engage in this conversation with



Principals. The main message being that there is an alternative to teaching than alcohol industry funded sources.

The Chair confirmed to follow up on an action item outstanding regarding correspondence following query.

The Chair informed the Board the annual ETBI Conference would be taking place on 28th and 28th September 2022 in Mount Wolsley, Tullow. Voting members and attendance requests will be taken and approved at the next Board meeting.

Minute ETB 11-05-2022
No. 11 Date of next meeting

Date of next meeting

Tuesday 05th July 2022

Signed: 

Date: 25/07/2022

Cllr. Daragh Fitzpatrick

Chairperson of Kildare and Wicklow ETB