



KWETB Board Meeting
Minutes of the Board of KWETB held on Tuesday 25th May 2021 at 4.00p.m.
Online Meeting through MS Teams.

- Present: Cllr. Daragh Fitzpatrick in the Chair, Cllr. Tom Fortune Vice-Chair, Cllr. Kevin Duffy, Cllr. Angela Feeney, Cllr. Anne Ferris, Cllr. Peter Hamilton, Mr. Stephen Horan, Mr. Noel Merrick, Ms. Deirdre O'Donovan, Mr. David O'Gorman, Cllr. Lourda Scott, Ms. Alice O'Donnell, Ms. Siobhain Grogan, Mr. Noel Magee, Cllr. Paul O'Brien, Cllr. Evie Sammon, Cllr. Patsy Glennon, Ms. Aoife Ní Chéilleachair.
- In attendance: 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. Íde Cussen, Dr. Deirdre Keyes CE
- Absent: Ms. Caoimhe Molloy, Cllr. Bernard Caldwell

Chairperson, Cllr. Daragh Fitzpatrick resided at the meeting.

Introduction

Once the required quorum was confirmed the Chair welcomed all members and thanked the members for accommodating the change of time for today's meeting. The Chair reminded the Board that there were members of the public at the meeting and to be conscious of GDPR, and the agreed conduct and confidentiality standards.



Minute ETB 01-05-21

No. 1 Conflicts of Interest/Disclosure of Interests

Board members declared no conflicts of interest.

Minute ETB 02-05-21

No. 2 Apologies, Sympathies & Congratulations

Apologies were received from Cllr. Íde Cussen and Dr Deirdre Keyes, CE.

The Board offered condolences on the passing of Cllr Pat Doran, a former serving Wicklow VEC member and he was on several Boards of management in South County Wicklow. Cllr Tom Fortune also spoke to offer condolences and commend the career of Cllr Pat Doran and his contribution to the Carnew area and Wicklow.

The Board held a minutes silence in his honour.

Minute ETB 03-05-21

No. 3 Adopting the Minutes of previous meetings

3.1 Minutes of Board meeting 23rd March 2021.

Proposed: Cllr. Angela Feeney
Seconded: Cllr. Peter Hamilton
And Agreed

Minute ETB 04-05-2021

No. 4 Matters Arising from the Minutes

It was confirmed that a letter on behalf of the Board was issued to the Department regarding the development plans for BIFE following the March meeting.

Minute ETB 05-05-2021

No. 5 Chief Executive's Business

In the CE's absence, it was agreed this item would be deferred.

Minute ETB 06-05-2021

No. 6 Matters for approval, noting or adoption

6.1. Adoption

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

Introduced by the Chair, the reports were taken as read by the Members. The Director of OSD introduced the Annual Report offering assurance to the Board that it was an accurate reflection of the



work completed on the Statement of Strategy in 2019 and explained these are draft reports until submitted to the Department of Education by deadline 30th June. A presentation was prepared for the Board acting as an executive summary to the Annual Report and demonstrates the items which the Board delivered on under their statutory duties. The Board offered compliments on the documents presented today.

Following interest as to why the Nominations Committee details were not included within the Governance section, it was clarified that the contents of this section are particularly prescribed by the Department and the requirements were regarding the Finance and Audit and Risk Committees rather than the Nominations Committee.

The Annual Report is adopted by the Board subject to the Department of Education sign-off and any amendment will require the report(s) to be brought back before the Board.

Proposed by: Mr David O’Gorman

Seconded: Mr Stephen Horan

And Agreed

The Chairpersons Comprehensive Report which accompanies the Annual Report on submission was outlined to the Board. This was adopted by the Board subject to the Department of Education sign-off and any amendment will require the report(s) to be brought back before the Board.

Proposed by: Mr David O’Gorman

Seconded: Cllr. Anne Ferris

And Agreed

6.2 Approval

6.2.a. Appointments to School Board of Management - Greystones Community College and Confey College

Two community representatives for Greystones Community College were brought before the Board.

1. Emma Ui Suilleabhain, Community representative
2. Sharon Hogan, Community representative

Proposed by: Cllr. Lourda Scott

Seconded: Mr David O’Gorman

And Agreed

Two Archbishops nominees for Confey College were brought before the Board;

1. Paula Scully
2. Gerry Heneghan

Proposed by: Cllr. Peter Hamilton

Seconded: Cllr. Daragh Fitzpatrick



And Agreed

6.3. Noting

6.3.a. KWETB Audit and Risk Committee report

As a member of the ARC, Cllr Kevin Duffy spoke to the report presented to the Board on today's agenda. It was noted the ARC received detailed presentations from the three directorates at their latest meeting. A key discussion at this meeting was the financial governance report published by the Comptroller and Auditor General (C&AG). The ARC completed a comparison of the 42 deliverables within the report and found KWETB have 79% of the observations already in situ. An update was received from the Internal Audit Unit (IAU) Plan for 2021 to include areas of Youth work, Schools meals and Capital, procurement and disposal of assets, which was welcomed and endorsed by the ARC. The ARC held discussion around the current risks of suitable accommodation and Human resources, as well as ICT cyber security, which will be explored in further detail at their next meeting. Cllr Angela Feeney, as a member of the ARC, supported the positives in the report and gave tribute to the work of the ARC supported by the Governance and Compliance officer.

6.3.b. KWETB Finance Committee Report

Mr Noel Merrick, Chairperson of the Finance Committee confirmed that the draft Annual Financial Statements 2020 as recommended by the Committee and adopted by the Board in March have been submitted to the Department of Education and C&AG. The Committee reviewed the monthly returns and the Service Plan 2021, which is on target in relation to receipts and expenditure.

6.3.c. KWETB Boards of Management Minutes

The Chair noted the improvements of uploaded minutes received in recent times commending the Director of Schools and team, and reminded the members that as members of the Boards of Management they may also remind the Secretary of the Board to update minutes as appropriate.

David O'Gorman raised opinion that these should be under approval versus noting until further clarity is provided on the Board's role regarding Board of Management minutes.

Minute ETB 07-05-2021

No. 7 Risk Management

The Director of OSD noted the risk numbering system has been amended allowing for better tracking of risks as the functional area risk register is included in risk number. The Board were informed of the change to the Human Resources risk due to mitigating actions; additional resources have been sanctioned and further succession planning has been instigated. The risk with Covid-19 will continue to evolve although as in society this risk is decreasing slowly. The Chair noted the risk of cyber security and welcomed the ARC exploring this further.



Minute ETB 08-05-2021

No.8 Buildings Report

The Director of OSD read the executive summary on the provided report. A technical report is upcoming on the old Maynooth Post Primary building to refurbish same to accommodate Gaelcholáiste Mhaigh Nuad and Stepping Stones Special School. Works continue on the Naas Community College project with the programme revised to December 2021. The conciliation process for Greystones Community National School has now concluded and the final determination report has been received this week. A list of 8 temporary accommodation projects were provided and noted these remain a concern to the ETB. KWETB buildings team are managing 45 live projects at this current time.

The Board discussed the heavy weighting given to price for major projects in the tendering process and suggested other qualitative factors including reputation, past performance and quality of previous work should be taken in to consideration when awarding contracts. It was also suggested that this concern should be brought to the attention of DoE. The Director of OSD assured the Board that the Executive shared the Boards concern and that many such conversations have taken place with the DoE.

The tight timeframe to facilitate temporary accommodation installation by September 2021 was expressed for a number of projects and the concern of Boards of Management for the lack of contingency plans. Concern was expressed regarding the temporary accommodation need for 4 schools in West Wicklow, acutely Blessington Community College which will be unable to facilitate projected numbers if accommodation is not achieved. The Director of Schools noted the Department are confident on meeting the deadlines as set out for achieving the temporary accommodations.

The Board were updated of a fire test arranged for mid June for Greystones Community National School, the results of which are expected promptly. The possibility for the current CNS temporary accommodation to be a contingency location for Greystones Community College is dependent on the result of the fire test. A definitive timeline has not been provided on the Greystones projects, although the Department have received a programme of work. There are weekly meetings with the Department on these particular projects, with members of the executive, buildings team and school principal present. The Executive are due to meet with the Department May 26th and an update from this will be provided via the School Principal. The information received at these meetings is shared via agreed communications via the School Principal to their Boards of Management and the wider community. A suggestion for weekly updates to be provided to the Board was expressed to which the Executive shall consider, noting the general channel is through the School Principal.

Concern was expressed by the Board and shared by the Executive on the building plans for Athy College and it was confirmed this has been flagged with the Department and the achievement of targets are dependent on the NDFA projects being delivered. The Board were informed of the delay on materials such as steel and insulation causing building interruptions meaning definitive dates are not available at this time. Potential alternative solutions for Athy College are currently being explored.



FET Kildare buildings works are set for completion by the end of the year, the consultant is now appointed. The difficulty in builder availability currently was noted.

There was no update to offer on the potential site on the Curragh for the new school.

Following tender for the demountable toilets in BIFE a recommendation was made and although over budget it has been submitted to SOLAS for drawdown of funds and we await response.

Minute ETB 09-05-2021

No. 9 Finance Report

The Director of OSD gave a briefing of the Financial report provided to the Board. He confirmed the finances are in a healthy status and there are no concerns to report. 25% of the budget had been expended, this is generally higher in Q1 but there have been savings in relation to travel expenses, teacher substitutions and self-financing activities due to COVID. Timelines were given as in report on functions moving to Shared Services.

Minute ETB 10-05-2021

No. 10 Correspondence for the Board

No correspondence for the Board's attention received.

Minute ETB 11-05-2021

No. 11 Members Business/Questions

11.1. Update on Appointment of Consultant for Board evaluation

Cllr Tom Fortune updated the Board on the procurement procedure followed through this process. Following deadline extension there were 2 responses received of 5 requested, which were evaluated by the working group under a variety of methodologies. The procurement policy and procedures were adhered to at all times and Cllr. Fortune thanked the Head of Corporate Services for the great work supporting the Board in ensuring compliance.

Further tender evaluation meetings were hosted with both applicant companies. The working group are recommending today to appoint the contract to the Governance Company at the agreed price as per tender documentation and are seeking Board approval to do same.

Proposed: Deirdre O'Donovan

Seconded: Noel Merrick

The Board agreed the working group would remain as liaison throughout, acting as the communication link between the Board and the consultant.



The Director of OSD introduced the responses to the Board Members questions stating that in order to ensure all questions were responded to today and that responses were read into the minutes, he would read through all questions and responses first. Members could then follow up with further clarification if required. Following discussion the Board agreed.

11.2 Development of an 'FET College of the Future' - Cllr. Tom Fortune

I am asking that the CEO and a delegation of the KWETB Board meet with the Minister for Further and Higher Education Simon Harris TD regarding the development of a 'FET College of the Future', concept where there is seamless provision of education and training from level 1-6 to include social and community engagement in lifelong learning at the Bray Institute for Further Education, and that this meeting take place before the June 2021 KWETB board meeting.

Executive Response:

The SOLAS strategy “Future FET: Transforming Learning” section 4.4 references a FET College of the Future. Currently, SOLAS, the Minister and the Department are considering submissions on what a FET College of the Future means and what it would potentially look like. The consultation was broad and inclusive, and the sector (including KWETB) has submitted position papers to the consultation. The executive is awaiting the outcome of that consultation before considering a position or additional steps. The executive has had an initial engagement with the Minister and DFHERIS on the possibility of locating services in North Wicklow and Bray.

11.3 A case study examining future training opportunities in Wicklow for the Green Economy - Cllr. Tom Fortune

KWETB commission a case study examining future training opportunities in Wicklow for the Green Economy. This report to focus on establishing an off-shore wind energy training centre in BIFE in Bray. Opportunities to explore would include:

- Sustainable development in practice.
- Wind Turbine Maintenance.
- Complimentary Traineeships delivering on sustainable development.
- Off-Shore safety training.
- Off-shore training refresher courses.
- Wind technician apprenticeship training scheme.

Executive Response:

The executive is commissioning a paper to review the infrastructure in the ETB. This paper will look at the opportunities presented by the major infrastructural projects in the region (including the proposed Arklow Bank Wind Park Phase 2) and reflect on the ETB’s role in



supporting them. The paper will also consider training, apprenticeship and craft apprenticeship in the ETB and where that provision may be best accommodated. Training and education in the Green Economic will impact all of our services, from basic education to advanced skills training. This paper will address the questions raised in the 11.2.

11.4 Engagement with local SENOs - Alice O'Donnell

To ask KWETB to engage with local Special Educational Needs Organisers to establish areas where there is a need for special class provision in Kildare/Wicklow. If a need is established, that we would seek to address this in a proactive manner so that children who require a special class can access same without having to endure a long journey to a school outside their community. I understand there is a pressing need for a special class for autism at post primary level in Blessington.

Executive Response:

Regular engagement with NCSE/SENO around Special Class location and provision. Current example are the areas of Baltinglass and Dunlavin. In relation to need for a Special Class in Blessington, we have not been alerted to the need for a Special class at this time.

11.5 Boards of Management Chairpersons - David O'Gorman

That given these difficult and trying times that a Board representative on all the schools Board's of Management be appointed as the Chairperson for this coming year enabling greater communication links between the Board, schools and executive. And for this to take immediate effect.

Executive Response:

Board representative on all BOM's as Chairperson for coming academic year. All Boards will be led by the BOM Handbook in terms of the process to appoint a Chairperson. Not all KWETB schools have a KWETB Board member on their local BOM. The means of communication between local BOM's and KWETB are clear and have been recently enhanced. 32 sets of BOM minutes provided since March meeting.

11.6 Reserve Members Forum update - Deirdre O'Donovan

Reserved Members Forum - could we please have an update on the activity of this group:

- What items have been discussed since the beginning of the term of office of this Board?
- What views have been put forward on behalf of KWETB members? Is there a mechanism for gathering representative views of this Board or is the appointed representative making individual representation?
- What is the scope of work for 2021?

Response from Chairperson:



The ETBI Reserve Members Forum:

- 8 meetings per year
- Representation from 16 ETBs
- The Forum nominates 8 members to the ETBI Board
- Presentations recently re TAKE 1 Programme (sustainability project in schools), ETBI FET Digital Library, apprenticeships, active inclusion, Irish-medium education in the ETB sector, transfer of schools to CNS
- Recently the forum made representations to the Minister on travel expenses to members sitting on interview boards.
- Discussion re ETB representation on each Technological University's Governing Body. ETBI has requested that Section 12(j) of the Technological Universities Act 2018 be amended to increase the number of ETB nominees onto each Technological University's Governing Body from one to three nominees.

The Chair offered to the Board that he would arrange for the constitution and standing orders of the Reserve Forum would be shared via the Board SharePoint.

11.7 Interview Panel Update - Deirdre O'Donovan

Interview Panels:

- Could we have an overview/report on how often the Interview Panel list of Non-ETB Members is used to draw down Interview Panel members during 2020?
- Can further training be offered to Board Members to bring everyone up to speed on Competency Based Interviewing so newer Board members & indeed the complete Board might be available to HR for Interview Panels?

Executive Response:

ETB board members are required to sit on interview boards for PORs. However, if an ETB member is not available we are permitted to go to the list of agreed 'nominated persons'. So far in 2020/2021 academic year we held interviews for 26 posts. 22 interview boards contained an ETB member, 4 did not and had a 'nominated' person on.

Competency Based Interviewing Skills Training is provided on a regular basis and Members can be included once we are informed of their need. Wednesday 2nd June 10:30- 12:00 has been earmarked for the next Competency Based Interview training. If any Member is interested please indicate an expression of interest to the Chair and we will include you on that training session.

11.8 Trustee Schools - Deirdre O'Donovan

Trustee Schools:

According to the ACCS (Association of Community & Comprehensive Schools) document "Guidelines on the Role of Trustees in Community Schools": To enable the joint Trustees to exercise their responsibilities vis-a-vis a particular Community School the Trustees, acting



jointly, should nominate a person who will act as a Liaison Trustee in all communications between the Board of Management and the Trustees.

- Can we have clarification on who is Liaison Trustee for the 6 Trustee schools in our area?
- How that person/s was appointed & what information is communicated, how & to whom?
- Having no oversight of minutes for these schools Boards of Management is unacceptable - can we have some indication that this is good & proper practice in writing from the DES or ETBI? Despite legal advice & the clarification of who actually is the Patron, the Board should still have oversight & be informed on all matters relating to these schools.

Executive Response:

The BOMs of the Community Schools are set up in line with the Education Act with no reference to the ETB Act. They are therefore not committees of the ETB. The patronage/trustee function is an executive function and is carried out by the CE.

11.9 Board of Management Training - Deirdre O'Donovan

- BoM Training was provided last year at extremely short notice. Can repeat training be offered for those who couldn't attend & for new Board members? MS Teams BoM Training was supposed to have all training material for reference but only contains Child Protection items.
- We were also told that ETBI were preparing training - was this ever rolled out?

Executive Response:

BOM & Child Protection training was recently offered to the 2 Boards of the newly established schools. KWETB is happy to arrange a follow-up training session for Board members who were unable to attend last year's training. The updated ETBI Handbook is pending as are the training materials.

11.10 Music Generation Kildare - Deirdre O'Donovan

Music Generation Kildare is now up & running since early last year; the Music Development Officer was appointed in January 2020. In June 2020 the Board of KWETB elected 3 nominees for each of the committees (LMEPs) of Music Generation Kildare & Music Gen Wicklow. The committee of Kildare LMEP has not met yet. As a KWETB nominee to the LMEP I received correspondence from Alan Costelloe & Ken Scully on 15th Feb but have heard nothing since. There is lots of activity on social media for same so the programme is clearly operating. Can you please advise on the following:

- Why has the committee not met?
- Where is the governance & oversight for this programme?
- Who or what department is approving the activity & expenditure of the programme?



- A minimum of 4 meetings per annum are to take place - none for last year & none to date this year.
- One financial statement is to be made to the Board of KWETB annually - can we please have the financial statement for 2020?

The Terms of Reference for Kildare Music Gen don't seem to be on Sharepoint but I might not be looking in the correct place. Can you please advise on this also?

Executive Response:

Meetings of the LMEPs (Local Music Education Partnership) will take place in June. KWETB have nominated 3 representatives to the partnership; this is not a section 44 committee.

Governance for this programme is via the executive with oversight and support from DFHERIS and the MG National Development Office. This is a co-funded programme, and the ETB, the council and the MGNDO receive updates on progress and activity and spend. The LMEP is a support committee whose purpose is to advise the ETB on the policy priorities and the programming activities of a new music education partnership with the Kildare County Council.

The programme is required to establish an LMEP once operational. Operations commenced in 2021, and LMEP stakeholders were invited to submit reps to the committee following the programme's start.

Financial returns are made annually to the MGNDO with appropriate ARC and executive oversight. Financial reporting appears in the accounts statements. As a co-funded programme, neither the board of the ETB or the Co Council could have a reserved function for the programme.

The CE can provide a report as required, or the MG team can present the programme at a pre-board meeting.

Following the responses provided Cllr Fortune expressed the importance of seeking a meeting regarding BIFE with the Department to which the Executive confirmed an initial meeting has taken place and this will be further addressed following the consultation process of SOLAS, the Minister and the Department. The paper to review the infrastructure in the ETB will address item 11.3 and once this paper has been developed it will be brought back to the Board.

A discussion ensued on SENO engagement and ASD units availability and planning for provision of same and encouraging schools to on-board with appropriate special class provision. Cllr Patsy Glennon confirmed as Chairperson of the BoM of Blessington Community College that the need for special class provision is recognised and the Principal has reported movement on this.

Admissions policies were noted to vary in relation to special class provision and transition year provision. It was confirmed by the Executive the policies were reviewed and are in line with legislation.



BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARÁ AGUS CHILL MHANTÁIN

KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

Cllr Peter Hamilton confirmed as a nominee to the partnership of LMEP he has been contacted regarding the June meeting.


The suggestion that a Board Member should be a BoM Chairperson on all BoMs was explained to promote enhanced reporting on schools to the Board. There was disagreement to this and opinion that it would take away democracy from the BoMs.

A request for the written responses to be provided following today's meeting was agreed to by the Executive.

The Executive agreed to consider circulating the written responses to members questions as provided today prior to meetings in future.

Minute ETB 12-05-2021
No. 12 Date of next meeting

12) Date of next meeting
Tuesday 06th July 2021

Signed: 

Cllr. Daragh Fitzpatrick

Chairperson of Kildare and Wicklow ETB

Date: 15/07/2021