



**KWETB Board Meeting**  
**Minutes of the Board of KWETB held on Tuesday 26<sup>th</sup> January 2021 at 10.30a.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. Íde Cussen, Cllr. Evie Sammon, Ms. Aoife Ní Chéilleachair
- In attendance:** Dr. Deirdre Keyes C.E., 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. Bernard Caldwell.  
Cllr. Anne Ferris gave apologies for departure at 12.25pm  
Cllr. Lourda Scott gave apologies for departure at 12:45pm
- Absent:** Ms. Caoimhe Molloy.

Chairperson, Cllr. Daragh Fitzpatrick presided at the meeting.

### **Introduction**

The Chair welcomed all members and reminded members of the meeting protocol for the online meeting, and to be conscious of muting microphones to decrease background noise and audio feedback.

A rollcall of members present was called by the Board administrator and required quorum confirmed.

Members of the public were in attendance at the meeting.

Before beginning with the agenda, the Chair welcomed the new Board member, staff representative Ms Aoife Ní Chéilleachair. The Chair gave recognition to the former female staff representative, Ms Hillary Ann Murray(RIP), and her contribution to the Board of KWETB before her untimely passing.

Minute ETB 01-01-21
No. 1 Conflicts of Interest/Disclosure of Interests

No conflicts of interest were declared by Board members.

Minute ETB 02-01-21
No. 2 Apologies, Sympathies & Congratulations

Before addressing this item, the Chair on behalf of the Board expressed recognition to the staff of KWETB for the continued hard work and new initiatives developed over the past year. It was noted how KWETB's services had transformed and advanced since Covid-19 and the impact this had on our work and services in 2020.

The Chair also acknowledged the positive review Dr Thorn issued and the milestones which KWETB has achieved since this original report was issued.

The Chair confirmed receipt of apologies from Cllr. Patsy Glennon and Bernard Caldwell

The Board offered their sympathies to former Chairperson of Wicklow VEC and member of Coláiste Bhríde Board of Management, Mr Michael Lawlor and family on the loss of his wife Mrs. Greta Lawlor. The Board offered their sympathies to former Principal of St Kevin's Community College, Ms Catherine Burke and family, on the loss of her father Mr Mylie Fitzpatrick.

The Board also recognised the wider community and all persons affected by Covid-19 and the tough times recently endured by many. A few moments silence were held.

Minute ETB 03-01-21
No. 3 Adopting the Minutes of previous meetings

3.1 Minutes of Board meeting 10<sup>th</sup> November 2020.

It was noted that in relation to item 6.2e of the minutes that Cllr. Tom Fortune requested it stated that not only did he raise concerns on the matter but voted against the decision.

Proposed: Cllr. Paul O'Brien  
Seconded: Cllr. Íde Cussen  
And Agreed

Minute ETB 04-01-2021
No. 4 Matters Arising from the Minutes

There were no other matters arising from the minutes.

The Chair introduced the new initiative of ‘Action items’ to the Board and gave a brief overview of the objectives of this initiative and confirmed this ‘live’ list will be available to members at all times through their Board Sharepoint. The Action Items are intended to deal with questions or clarifications that arise during the course of the meeting. The Chair explained he would call on a Board member per meeting to record the action items throughout the meeting and confirm back to the Chair at the conclusion of the meeting under Members Business. Each action item must be agreed by the Board, and the Executive should be consulted on the feasibility of facilitating the action item, where appropriate. For today’s meeting the Chair called upon member Cllr. Paul O’Brien to record the action items of the meeting. This process will be reviewed going forward

Minute ETB 05-01-2021
No. 5 Chief Executive’s Business

The CE echoed the sentiments of the Chair and thanked the Board for their support during 2020 and looked forward to working with them in 2021. All schools, education centres and offices are working remotely in line with public health guidance.

The CE offered her compliments to the wider staff team of the ETB for the innovation and adaptations of services demonstrated in relation to online learning, incorporating e-platforms and e-portfolios, supported by an example showcased to the Board this morning by Blessington Youthreach. The CE expressed how teaching and learning is at the forefront of the ETB objectives, and this has been strongly upheld throughout the challenges of remote services.

The CE updated the Board that the process of preparing the Service Plan has begun, and this would be brought to them at next month’s meeting. The CE outlined to the Board the tight timelines of completing this plan, reminding the Board this will go to the Finance Committee first before being brought to them, and therefore may not be available for the Board 7 days in advance of the meeting.

A brief reminder was given on the Ethics process and obligations to ensure these are returned by Board members to both head office and SIPO. The CE also noted to the Board that a short overview of their SharePoint site will be offered sometime before their next meeting to refresh and assist in navigating same to get further value from this resource.

The Board were informed of the completion of the new branding project work. The logo was re-branded to align with ETBI’s model and is now live. Due to the circumstances of Covid-19, the intention to launch the new logo and the Statement of Strategy did not go to plan, but it is live on our website. The old logo will now be phased out and the new logo introduced.

Speaking to the Thorn Review, the Executive welcomed the positive tone of the review and its recommendations. The Thorn review has endorsed and brought light to the efforts KWETB has gone to in response to the original report.

Following the CE's address, the Board gave high praise to the E-portfolio presentation which they received this morning from Blessington Youthreach and suggested it could be an opportunity to publicise and promote such initiatives coming from the ETB. Advertising such a model of excellence would add to the value of the brand. Acknowledgement was given to the challenges faced in engaging students online, and the accessibility which this initiative offered to the students with its evidence based ethos. The Director of FET spoke to the intentions to allocate some of the FET budget to create content for the website to promote such initiatives and took on board the recommendation to promote the innovative services happening across the ETB.

Minute ETB 06-01-2021
No. 6 Matters for approval, noting or adoption

#### 6.1 Adoption:

The Chair confirmed there were no items for adoption at today's meeting.

#### 6.2 Approval:

##### a. Appointments to Schools Board of Management

The Chair sought proposal for these four nominees collectively.

##### Greystones Community College

Nominee: Mr Noel Magee, KWETB Board member

Nominee: Mr Gail Dunne, Patron representative

##### Gaelcholáiste Mhiagh Nuad

Nominee: Cllr. Naoise O'Ceariúl, Patron representative

Nominee: Ms Bríd Ferritéir, Patron representative

Proposed: Mr Noel Merrick

Seconded: Cllr. Paul O'Brien

And Agreed

##### b. Overdraft Facility.

The CE confirmed to the Board that we are currently awaiting confirmation from the Department of Education and Skills on the Minister's permission. It was agreed that this item would be deferred and brought back to the Board once permission received.

##### c. Terms of Reference for the Nominations Committee

The Chair informed the Board he was resigning from his position on the Nominations Committee due to work commitments and welcomed the new Chairperson of the Committee, Cllr. Paul O'Brien. The new Chairperson of the committee spoke to the terms of reference and commended the work the committee had completed on the terms thus far. An amendment to the Terms of Reference as presented was made, to reflect the appointment of external KWETB

members. He noted the ToR can be reviewed and welcomed feedback from members. A discussion ensued in relation to adding a diversity element to the terms of reference and ensuring the spirit of the terms reflect the communities to which the Boards of Management serve. Consideration will be given to the suggestion offered by the Board to create a standardised application form that potential BoM nominees can complete. The CE also offered commendation to the committee on the document, and speaking to diversity, noted the ETB multid denominational schools and the importance of translating down the core values of the ETB. The CE informed the Board the ETBI were engaging in a body of work around the core values, and following from this it is envisioned a piece of work will be created around promoting diversity within our schools.

Proposed: Cllr. Daragh Fitzpatrick

Seconded: Cllr. Angela Feeney

And agreed

#### d. Approval for replacement to Nominations Committee

The new Chairperson to the Nominations Committee thanked the Chair of the Board for his contribution and service as Chair on the committee. He proposed a new member in replacement, Cllr. Anne Ferris.

Proposed: Cllr Paul O'Brien

Seconded: Cllr Daragh Fitzpatrick

And Agreed

#### e. Standing Orders Review

The Board received a briefing of the work completed by the standing orders working group from member Ms Deirdre O'Donovan, and the groups work on this review was commended. The Board received a thorough run through of all the changes which were recommended by the working group and the explanations to same. The Board provided feedback to the review and noted the work input to simplify and clarify the existing standing orders. The following points were raised;

- 3.8 use of "in-camera" session, could the rationale for this be given
- 5.6 Procedure for when Chairperson position becomes vacant
- 9.1 Further information on conflict of interest procedure during meetings
- 10.10 change word "consensus" to majority
- 17.1 Clarity on compliance
- Procedure on the calling of meetings between scheduled meetings
- 18.2 consideration to procedure for when advice is received

Following feedback from the Board, the Chair proposed to take all feedback back to the working group for consideration and to bring the standing orders review document back to the Board again at the February meeting. This was agreed by the Board.



### 6.3 For Noting:

#### a. KWETB Audit and Risk Committee Report

As a member of the Audit and Risk Committee (ARC), Cllr. Kevin Duffy, provided a detailed update to the Board on the current workings and findings of the committee. Cllr. Duffy gave note to the Board on items including the current ongoing audits, the comprehensive audit tracker in situ, statistics of current recommendations reached, and how the organisation are responding to the feedback of audits and the actions resulting from audit findings and recommendations. He commended the practice of reviewing previous audits and analysing the actions completed on former action lists, displaying a good indication of progress. He commented on internal management structures and measures implemented and how they are beginning to mature, conveying strong and positive control measures.

The Board were assured the ARC review and discuss the risk register regularly. He noted a sectoral conversation was currently forming around school bank accounts, and how audit recommendations around these accounts have been partially implemented and there is a good correlation between audits and the ETB on this area.

The Director of the Internal Audit Unit (IAU) for ETBs presented to the ARC at the last meeting and he commented that his engagement and feedback with KWETB was always of a positive nature, and a commitment to audit recommendations was evident. The Board were informed that the committee are now looking to the audit plan of 2021 – 2023, reviewing risks and finding where best to focus efforts.

Cllr. Duffy commended the contributions of the IAU, the Chairperson of the committee and the KWETB Corporate Governance and Compliance Officer.

It was clarified that the school bank accounts relate the school accounts and not parent association accounts.

A request was received to facilitate access to IAU reports.

#### b. KWETB Boards of Management Minutes/Policies

Explanation was provided that as advised by the ETBI (as per legal advice), the approval of Board of Management minutes was not a reserve function but the Executive were providing them for information. Approval is an executive function. To bring clarity, the Chair offered to write to the ETBI seeking guidance on same.

Relating to the lack of minutes in some folders, the Board were informed the Director of Schools will provide a report on BOM minutes received.

#### c. HR Report and relevant DES Circular Letters

Noted by the Board.

#### d. Request from St. Marys BNS, Maynooth for KWETB to facilitate access to the

Maynooth PP site until June 2022 while construction works are ongoing in their school

The Board received a briefing on this item. Addressing Board concerns around the impact this request may have on the works which are to take place to the site, to bring the current building to fit for purpose standards for Gaelcholáiste Mhagh Nuad, the Executive gave assurances that this will not compromise the plan and priority to house Gaelcholáiste Mhagh Nuad in this building. The Board and Executive both expressed a need for this access in concern of safety to the students in St Mary's BNS.

The potential for community use on this site was referred to and a discussion around requests for use of premises ensued and clarification will be provided as to what third parties will be required to do in order to request use of premises.

Minute ETB 07-01-2021
No. 7 Risk Management Report

## 7) Risk Management Report Risk Register

The Director of OSD reminded the Board that there are four risk registers, one each of the Directorates and a Corporate Risk Register that contains all significant risks to the organisation that warrants the attention of SMT. It is this Corporate Risk Register that is presented to the Board and which is available to the Board on their Sharepoint site, is available at all times, noting this is a live register which is constantly monitored, and overseen by the SMT.

The ARC working on behalf of the Board review risks in detail and ensure the organisation are acting upon the necessary mitigating actions required. The Director of OSD noted to the Board the new layout of the report, intending to make the reports more intuitive, incorporating an executive summary at the beginning detailing the risks and ratings summary. An explanation was given to amended controls and the movement on the heat map provided to the Board, and the reduced risks credited to actions taken.

A request for sight of all risk registers was submitted.

Clarification was provided on risk 'I' on the risk report, as the risk was sufficiently mitigated against and it was parked on the risk register.

A discussion was held around the no change status of risk 'C' relating to suitable accommodation. The Board received confirmation that this remains in the red risk category as this is an ongoing concern and to keep it as a high rating and continual focus in terms of risk and mitigating actions. Explanation was provided on the constraints to the ETB as for some projects they are not the client, and supply delays due to Brexit and Covid-19. The Executive continually represent to the Department of Education and Skills (DES) the concerns of accommodation shortfalls, and also acknowledge the challenges faced by the DES and their constraints to progression on accommodation projects.

A suggestion was aired to hold reviews of the red risks and provide the Board with short updates on progress to the most concerning risks such as staffing and accommodation. The

Board were reminded to utilise the ARC for such items and to refer to the heatmap and movement of ratings within risk reports provided at each meeting.

Minute ETB 08-01-2021
No. 8 Buildings Report

The Board received a new layout Buildings report and the Director of OSD provided a verbal summary of main items. The Board were informed that the buildings projects for both Maynooth Education Campus and Naas Community College were progressing under the current restrictions. Delays are anticipated to the completion of Naas Community College due to supply chain delays resulting from Covid-19 consequences. The projected completion date is August 2021. The two schools of Maynooth Education Campus have been handed over to KWETB and are currently being kitted out, and it was confirmed these will be ready for occupation once schools reopen, with the exception of the gym, which is on schedule for March 2021 handover. All other buildings projects are at a standstill due to Level 5 Government restrictions.

The Board noted the shortage of school places in the Newbridge, Naas, Clane, Curragh/Kildare Town, Celbridge and Greystones/Kilcoole, and the engagement with the DES from KWETB as well as the continued Principal engagement with each other to eliminate the registrations duplications and identify the true numbers.

The Board received confirmation that the Executive did not receive any communication in relation to the purchase of a permanent site for Greystones Community College and therefore could not relay this to the Board, or provide clarity on the timing of this purchase. The Executive informed the Board a meeting was to take place with the Department tomorrow, Wednesday 27<sup>th</sup> January, in relation to Greystones Community College and Greystones Community National School accommodations, and the CE would update the Board following this.

The Executive clarified that the survey completed on school places was carried out by the DES and so the ETB did not have the statistics for this survey.

The Executive communicated to the Board that the DES were coordinating meetings between schools surrounding on the issue. The DES may look to the ETB to accommodate numbers and assist by sourcing temporary accommodations. The ETB's admissions can only be with regard to ETB schools and some items are therefore outside of the ETB's remit. The Board expressed concerns around the projected populations of the Kildare and Wicklow region and the lack of resolution to the school places issue, relaying the necessity for a multiagency approach and the requirement of further temporary accommodations as the schools continue to come under pressure to accommodate communities. This led to a discussion around oversubscription and reviewing admissions policies in relation to feeder schools and priority of places. There were conflicting views on this review as confirming priority to one group would jeopardise the spirit of the patronage process. The CE clarified that it is the role of each Board of Management to decide their Admissions Policies. The CE expressed KWETB's commitment to continued



efforts in helping to provide school places to the communities of Kildare and Wicklow. The ETB is guided by values of inclusivity. The CE thanked the Board for their continued support and the executive would welcome any collective pressure available from the Board in tackling the issue of school places.

Clarification was provided in relation to Pipers Hill that a second competition is being run to procure a consultant to price the implementation of the recommendations in the AECOM report.

The Director of FET agreed to provide an update on the Food and Drinks Hub in Athy. It was noted that pre-emptive works should be considered to decrease the risk of emergency works being required.

In reference to Glenart College and Avondale Community School status of extensions, the Director of OSD spoke to the protocols in place for building projects and procurement which are timely processes and confirmed the approval was received and the design team is currently being sought for the Glenart College project.

Following discussion regarding a number of projects within BIFE, it was proposed by the Chair that an update be provided on BIFE works.

Minute ETB 09-01-2021
No. 9 Finance Report

The Board received the report with the agenda and an in-depth walk through from the Director of OSD. The Director of OSD confirmed that KWETB finances were in a health state. Noted by the Board.

New report layouts were presented for this meeting and feedback is welcome from members.

Minute ETB 10-01-2021
No. 10 Correspondence for the Board

#### 10.1. Kildare County Council Leixlip Municipal RE Youth Funding

This item is deferred from the November meeting.

There are three categories of funding that may be related to the query.

1. UBU Your Place Your Space and Youth Information Centre
2. Youth Grant
3. Local Youth Club Grant Scheme incorporating the National Quality Standards for Volunteer-led Youth Groups 2021

In all cases, the Department of Children, Equality, Disability, Integration, and Youth (the department) allocate funds for grants to the ETB under each grant's terms and conditions. The ETB does not make a pre-budget submission to the department for any of this activity. It was confirmed that the Executive would send a written response to this effect to the Leixlip Municipal in response to their correspondence.

## 10.2. Kildare County Council RE use for community centre in Maynooth old campus Moyglare Road.

This item is deferred from the November meeting.

This item was covered earlier in the meeting. With the long awaited opening of the new Maynooth Campus in December 2020, the site of both schools has now been vacated from January 2021. While Gaelcholáiste Mhaigh Nuad is the priority for the ETB in terms of the future use of this property, we recognise that the facility is situated in a prime location in Maynooth and there is much interest in it from the local community.

It is currently planned that Gaelcholáiste Mhaigh Nuad will be moving from Manor Mills to the Maynooth PP site. We are currently identifying any remedial works that may be required for the school building in order to ensure the building is fit for purpose for the use of the school from September 2021.

Any requests for use of the building by 3rd parties will be reviewed by KWETB in consultation with the primary users, Gaelcholáiste Mhaigh Nuad, ensuring that the needs of the school are prioritised whilst also ensuring that it can bring added value as a community facility for Maynooth. The Executive would write to the Kildare County Council to confer such information in response to their correspondence.

## 10.3 Nomination's Committee Representative

The Chair previously covered this item in approving the replacement member, item 6.2.d.

## 10.4 Report from Sub-group RE Thorn Review

Cllr. Tom Fortune provided the Board with a briefing on the work of the sub group and thanked the members of this working group for their time and contribution. An overview of the actions resulting from the meetings were relayed including support received from KWETB's Head of Corporate Services, the procurement process to appoint an external facilitator, criteria agreed based upon cost, experience, knowledge of sector, methodologies and presentation received. Cllr. Fortune outlined the requirement of 3 quotations and clarified that the 3 persons agreed and bio's received would be analysed by the Head of Corporate Services in supporting the sub group, to be determined by the Procurement policy, ensuring good governance and transparency. The scope of the project will be based upon appendices 3 & 4 of the Thorn Review. The sub group will receive a presentation from each candidate and the Executive will review also. A formal recommendation from the sub group will be brought to the Board for decision at the February meeting.

The sub group have circulated their meeting minutes to the Board in keeping with their priority to keep the Board informed. They are now seeking approval to progress to the assessment stage of candidates based upon the criteria listed.

Proposed: Cllr. Peter Hamilton

Seconded: Mr David O'Gorman

And agreed.

Minute ETB 11-01-2021
No. 11 Members Business


Following discussion, the Chair proposed to hold an in-camera meeting at a date between this meeting and the next in February, with a rationale to adopt all outstanding in-camera minutes.  
Proposed: Cllr. Daragh Fitzpatrick  
Seconded: Cllr. Angela Feeney  
And agreed.

The Chair agreed to follow up on expected correspondence from the solicitor.

Clarification was sought in relation to the term ' other' on the property register. The Director of OSD explained that this was due to a recording issue on the template where no category was available. This has now been rectified.  
The CE provided assurances with regard to the integrity of the property register as set out.

Minute ETB 12-01-2021
No. 12 Date of next meeting

12) Date of next meeting  
Tuesday 23<sup>rd</sup> February – online meeting

Signed:  \_\_\_\_\_ Date: 09/03/2021  
Cllr. Daragh Fitzpatrick

**(Chairperson)**