



etb

Bord Oideachais agus Oiliúna
Chill Dara agus Chill Mhantáin
Kildare and Wicklow
Education and Training Board

A Meeting of Kildare & Wicklow Education & Training Board was held in Council Chamber, Aras Chill Dara, Devoy Park, Naas, Co Kildare on Tuesday 13th November 2018, Commencing at 10.30 a.m.

Present: Mr Noel Merrick Chairperson, Cllr. Ràda Cronin, Cllr. Fiona McLoughlin-Healy, Cllr. Teresa Murray, Cllr. Daragh Fitzpatrick, Cllr. Tommy Annesley, Mr John McDonagh, Ms Finula Haran, Cllr Jennifer Whitmore, Cllr Nicola Lawless, Cllr Aoife Breslin, Mr John Hurley, Cllr Edward Timmins, Dr Elizabeth O’Gorman, Ms Lorraine Hennessy.

In attendance: Dr Deirdre Keyes
Dr Rory O’Toole
Mr Joe Kelly
Ms M. Dillon
Ms Catherine Doran
Ms Eileen Cullen
Ms Rose Murray
Ms Patricia Durcan

Apology: Ms Deirdre Coghlan Murray
Cllr Brendan Weld
Cllr Jim Ruttle
Cllr Naoise O’Cearuil

AGENDA

1. Chairpersons Welcome
2. Votes of Sympathy –
3. Conflict of Interest
4. Minutes
Minutes of KWETB meeting June 19th (Deferred)
Minutes of KWETB meeting September 11th
5. Matters Arising
6. Chief Executive
 - a. **Dr Thorn Action Plan**
 - b. **Consideration of DES proposal to co-locate NWET second level school with enhanced FE provision on BIFE Campus**
 - c. **Updates on Audits**
7. Reports to the Board
 - a. Further Education & Training (FET)

- FET Report**
 - b. Schools Division –
 - DOS Report**
 - List of Board of Management minutes**
 - c. OSD –
 - (i) Finance
 - Sanction letter from Dept. for Overdraft Facility**
 - KWETB Financial Authority Levels**
 - (ii) H.R. / I.R.
 - (iii) Buildings / Corporate Services
 - Building Report**
 - KWETB Property Status Report**
- 8. Risk Management
- 9. Correspondence
 - (i) Department Circular Letters for Adoption
 - **CL 0065/2018: ACTING-UP ARRANGEMENTS AND ACTING-UP ALLOWANCES FOR ALL STAFF OTHER THAN PERSONS EMPLOYED AS TEACHERS AND SPECIAL NEEDS ASSISTANTS IN EDUCATION AND TRAINING BOARDS**
 - **CL 0060/2018: BREASTFEEDING BREAKS FOR REGISTERED TEACHERS IN RECOGNISED PRIMARY AND POST PRIMARY SCHOOLS**
 - **CL0059/2018: HEA REVISED RATES OF PAY WITH EFFECT FROM 1 OCTOBER 2018 (LECTURER GRADE IS THE ONLY GRADE APPLICABLE TO KWETB)**
 - **CL 0057/2018: REVISION OF SALARIES OF ALL STAFF PAID DIRECTLY BY A RECOGNISED SCHOOL OR ETB WITH EFFECT FROM 1 OCTOBER 2018**
 - **CL 0056/2018 : REVISION OF SALARIES IN RESPECT OF ALL STAFF OTHER THAN TEACHERS AND SNAs EMPLOYED BY ETBs WITH EFFECT FROM 1 OCTOBER 2018**
 - **CL 0053/2018: REVISION OF SALARIES FOR SPECIAL NEEDS ASSISTANTS (SNAs) WITH EFFECT FROM 1 OCTOBER 2018**
 - **CL 0051/2018: REVISION OF TEACHER SALARIES WITH EFFECT FROM 1 OCTOBER 2018**
 - **CL 0050/2018: PROCEDURES FOR SUSPENSION AND DISMISSAL OF PRINCIPALS OF COMMUNITY NATIONAL SCHOOLS**
 - **CL0048/2018: REVISED PROCEDURES FOR SUSPENSION AND DISMISSAL OF TEACHERS AND PRINCIPALS**
 - (ii) Other Correspondence and Updates
 - Notice of Completion of Term of Office as Chair of KWETB Audit Committee**
 - (iii) ETBI Correspondence
- 10. Motions for Approval
- 11. Policies for Adoption
 - (i) School Division Policies
 - Colaiste Lorcaín Castledermot – CCTV Systems Policy**
 - Colaiste Lorcaín Castledermot – Risk Assessment**
 - Colaiste Lorcaín Castledermot – Student Code of Behaviour**
 - (ii) H.R. Policies
 - (iii) Corporate Services Policies

- (iv) Finance Policies
- (v) F.E.T. Policies
- 12. Establishment of Committees & Nominations to Boards of Management
 1. Appointment to ETBI Reserved members Forum
 2. Appointment of Chair of Audit Committee
 3. Boards of Management of designated schools
 4. Nominations to the Youth Work Committee - Comhairlí nominations
 - Nominated from Kildare Comhairle - Clodagh O' Leary & Dylan Hayes
 - Nominated Wicklow Comhairle - Tristan McCall & Jade O'Hagan
- 13. Matters deferred from previous meetings
 - KWETB to nominate 3 persons to serve on board of management of Coláiste Chiarian, Leixlip (term of current board ending 31st July 2018)
 - Replacement for Mr Joe Behan on board of management of St Killians Community School, Bray
 - In Committee meeting to adopt minutes of earlier meetings held in committee
- 14. Members review of Code of Practice
- 15. (i) Resolution regarding 2017 Legal Advice
(ii) Recoverability of Legal Advice Bill
- 16. A.O.B.

Minute No. ETB-11-01-18

<p>No. 1 Agenda Chairpersons Welcome</p>
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The Chair addressed the Board. He welcomed members of the public who were in attendance at the meeting.

He then advised that confidential documents forwarded to Board members had been leaked to the press. He advised his contact number had been forwarded and that he was contacted directly by a report of the Sunday Business Post. The article which was published contained incorrect information even though the Chair had provided the correct details.

The Chair wanted it noted that it is regrettable that members of the Board go to the Press with confidential information. He appealed to the members to act in the best interest of the KWETB.

The Chair spoke of various important items on the agenda for the meeting and hoped that as many items as possible can be dealt with. He advised a second meeting would be required before the end of November.

Cllr Fiona McLoughlin Healy stated that in the Sunday Business Post article to which the Chair was referring the Chair had stated that the issue of the legal advice is a matter currently under scrutiny by the board that would be addressing it at today's meeting and whether there was an unacceptable delay or not in passing on the legal advice to the wider board"

Cllr Fiona McLoughlin Healy proposed the suspension of Standing orders in order to reprioritise the agenda. She stated that the resolution passed by the board relating to the legal advice at a previous meeting was roughly item 47 of a 49 item agenda. She stated this did not reflect any intent to scrutinise the legal advice. She stated at the end of the agenda either members have left or the discussion is rushed. She requested the agenda items 14 and 15(i) and (ii) - the draft code of practice, the resolution regarding the legal advice and the recoverability of the legal advice bill be brought up the agenda to after matters arising. She stated she wished to state why this was important in relation to the Thorn report.

Mr Noel Merrick stated all the other items on the agenda were important and might not be discussed if the agenda was changed

Cllr Fiona McLoughlin Healy asked the Chair if he was admitting he never intended to get to the items relating to the legal advice

**Mr Noel Merrick stated he had already suggested another meeting
Cllr Fiona McLoughlin Healy asked why the board were protecting people who had withheld legal advice from the board. She stated she was happy for the items to be left until after the discussion of BIFE.**

Mr Noel Merrick stated he was not getting into argy bargy with a member, that it was disrespectful to the board and not good for the image of the organisation.

**Cllr Fiona McLoughlin Healy stated not getting responses, not getting accurate, timely relevant information from the Chair as is his role, was disrespectful to the board. She stated she was not going to have any more aspersions cast on her reputation or threatening complaints sent to her” The Chair asked for a vote. The members voted 7 for and 8 against the proposal. Cllr
Cllr Fiona McLoughlin Healy proposed that a roll call take place and that the result be minuted.**

" Mr Noel Merrick - stated that he did not want any commentary outside re who voted one way or another

Cllr Fiona McLoughlin Healy stated that was not within the Chair’s authority”

Minute No. ETB-02-11-18

No. 2 Agenda Votes of Sympathy

The Family of Julianne Bell, student of SBHI, located in Pipers Hill

Ms Mary Lonergan, (retired Principal) on the recent death of her Mother, Mary English, RIP

Ms Deirdre Curtin, Naas admin office, on the sudden death of her husband, Kieron Curtin, RIP

Minute No. ETB-03-11-18

**No. 3 Agenda
Conflict of Interest**

Cllr Fiona McLoughlin Healy addressed the Chair and enquired if he had accessed the Board members' ethics documents to see if there were any conflicts of interest. She requested that the Chair access the declarations as an urgency.

The Chair advised he had not but it was on his agenda. Cllr McLoughlin Healy requested that he do so as a matter of urgency. The Chair advised it is his prerogative to do so if he wished.

Minute No. ETB-04-11-18

**No. 4 Agenda
Minutes**

It was proposed by Cllr Nicola Lawless, seconded by Cllr Reada Cronin and agreed that the minutes of 19th June with amendments forwarded by Cllr Fiona McLoughlin Healy be taken as read and approved .

The Chair spoke on the minutes of September 11th Meeting. He advised he had received an amendment form Cllr Teresa Murray.

It was proposed by Cllr Murray, seconded by Ms Finula Haran and agreed that the following amendment be made to the September minutes.

"I praised and commended Caitriona and her team for the great work that is going on in FET. I reminded the members that we used to bring groups into our meetings to make presentations on their work and progress. I strongly recommended that we revise this practice and involve these presentations as part of each meeting."

The Chair advised he had received a second set of amendments to the September minutes from Cllr Fiona McLoughlin Healy.

He addressed the Board to enquire if they were happy to take the amendments on block.

Cllr McLoughlin Healy advised she is worried that important sections of the minutes are being "edited out" and enquired " how is it happening ". While not casting aspersions she asked for the process to be outlined. She asked the Chair if he had any part in editing items from the minutes. The Chair strenuously denied this and advised neither he nor members of the executive are involved in "editing out" the minutes. He stated that he could not accept that he or staff members are not doing their job.

Cllr Jennifer Whitmore requested a stenographer be procured for minute taking going forward. She stated that full transparency and a full record of what is discussed at meetings is required.

Ms Finula Haran addressed the meeting and asked members to reflect on the way they conduct themselves at meetings. She advised it was disgraceful and very unsettling especially with members of the public present in the public gallery. She advised she is seriously questioning her role on the Board.

Joe Kelly OSD Director wanted it put on record that nothing is being deliberately left out from the minutes. He advised he has two minute takers present at meetings. They are not professional stenographers and they are doing the best they can in a very difficult situation. He read from the Standing Orders regarding minute taking. He stressed again to the Board that nothing was being deliberately edited out from the minutes.

Cllr Fiona McLoughlin Healy clarified that that standing orders sets out the minimum we should have in our minutes. She stated we should be including important discussions being had at the board meetings. She stated that everything could not be minuted but that what wasn't being recorded in the minutes was scandalous.

Cllr Reada Cronin stated it was she who had said looking at the minutes you would think that the members of the board had their heads in the sand. She stated it was outrageous that her call on the formers Chair and the previous vice-chair to consider their position at a previous meeting, had not made the minutes. She stated she was dismayed also coming to the meetings and that board members trying to exercise their role are being shouted down by the Chair at times. She stated the reason for the shouting was shear frustration was board members not getting answers to their questions

Cllr Teresa Murray agreed that we need more detail in the minutes. She also suggested that a Stenographer be procured and agreed that a better set of minutes needs to be prepared after meetings. She strenuously objected to the accusation made that minutes were being edited.

The CE addressed the Board. She stated that even with a stenographer present the Board would still have to agree a format for minutes to ensure that all important points and agreed decisions are captured.

The Chair advised that further discussion on a stenographer will be taken under matters arising.

It was proposed by Cllr Fiona McLoughlin Healy and agreed by the meeting that amendments forwarded by Cllr McLoughlin Healy be included in the minutes of the meeting of September 11th.

Minute No. ETB-05-11-18

No. 5 Agenda Matters Arising

Mr Joe Kelly, Director of OSD spoke regarding a stenographer and minute taking. He advised the expectation of the Board is to capture all comments verbatim but we are not in a position to provide professional stenography. He spoke of the cost of a stenographer and enquired as to where the funding would be found and queried whether or not it is a good way to spend public money. He advised that we should revert to minute taking guidelines in standing orders.

Cllr Jennifer Whitmore advised given the last year it would be good use of money and advised that it is really important to get on record the thoughts of the Board.

John McDonagh proposed a compromise to take the notes from the minute takers and with his notes compile minutes. The Board did not agree to this suggestion.

Cllr Nicola Lawless agreed with the request for a stenographer and advised a stenographer is present at council meetings. She agrees with other members comments that it has been a very difficult year. She is frustrated and advised she is currently giving 90% of her time into this board and all she wants is full transparency.

Cllr Teresa Murray agreed it has been a difficult year with technically three meetings left. Whilst she is not in favour of wasting money she agreed with members request for a stenographer.

CE will look into procuring a stenographer for Board meetings in line with procurement policy and will bring information including costs etc. to the next Board meeting.

The Chair addressed the issue of standing orders. He suggested a committee of 3 or 4 be formed to review the Standing Orders.

Cllr Jennifer Whitmore proposed that the Board review the Standing Orders. It is important that they are strengthened.

Cllr Whitmore raised the issue of the venue for today's meeting. It is outlined in the Standing orders that it take place in the Chamber. She stated that in her view that the CE has no role in deciding where meetings take place. It is not a discussion between the Chair and the CE, it is a decision for the Board.

The CE responded to Cllr Whitmore saying that she made a mistake having not realised that the decision of the venue was in the Standing Orders. The CE noted that in selecting an alternative venue issues of cost and public accessibility had been taken into account.

Cllr McLoughlin Healy - stated in relation to looking at standing orders that the board had no visibility on the work the IPA, IPB or other external bodies have completed in relation to governance. She stated that the code stipulates that the meetings are public and should be held in a public venue and not in a private hotel room. She proposed that the board be circulated with the body of work completed by external bodies

Noel Merrick stated he had difficulty with the sound system in the Council. He stated he would take the motion later.

The CE stated that the hotel room was large enough to take a large crowd

Cllr McLoughlin Healy asked how much the venue cost and whether it was set up for a public meeting including a sound system.

Noel Merrick stated he was not taking this question now

It was proposed, seconded and agreed that Cllr Jennifer Whitmore, Cllr Nicola Lawless, Cllr Teresa Murray be nominated to a committee to look at the Standing Orders of KWETB

Cllr Daragh Fitzpatrick proposed that Mr Joe Kelly be nominated to the committee set up to look at Standing Orders. It was agreed by the Board.

Cllr Nicola Lawless referred questions she had submitted to the Chair at the July meeting and had still not received a response. She is submitting them again and has requested a response by the end of the week.

The Chair advised that due to current workloads a response by the end of the week may not be possible.

Cllr Reada Cronin raised the issue of a response to her motion regarding the previous Chair and Vice Chair to respond to the board by 30th September. There was movement of some members in the chamber at this point.

Cllr Cronin proposed, seconded by Cllr McLoughlin Healy that the incident that had just occurred where a number of board members threatened to leave the meeting be minuted

Cllr McLoughlin Healy proposed that the question which preceeded the attempt walk out was the question asking how much the hotel venue was charging for the meeting be minuted.

In explanation Cllr Teresa Murray advised the reason the members stood was because of the level of shouting and aggression directed at the Chair and was done in order to settle down the meeting. "She stated the question that was being asked at the time was not relevant as the Chair had decided where the meeting would be"

Cllr McLoughlin Healy wanted it noted that there were far worse grievances happening on the board than shouting people down

It was agreed to move on to Agenda 6 to discuss item 6.2 - Consideration of DES proposal to co-locate North Wicklow Educate Together (NWET) second level school with enhanced Further Education (FE) provision on BIFE Campus next

Minute No. ETB-06-11-18

No. 6 Agenda Chief Executive

6.1 Dr Thorn Action Plan

6.2 Consideration of DES proposal to co-locate North Wicklow Educate Together (NWET) second level school with enhanced Further Education (FE) provision on BIFE Campus

CE advised it is important to note this is the first time the Board has been given the opportunity to discuss in full the proposal to co-locate NWET second level school with enhanced FE provision on BIFE Campus. She advised she had made a commitment to full disclosure to allow the Board to make an informed decision.

She welcomed BIFE students, BIFE staff and North Wicklow Educate Together staff who were in attendance at the meeting.

CE outlined her presentation which would (1) give an overview of events leading to the proposal, (2) Outline provision within BIFE and FET within the Bray area. The CE also drew the Boards attention to the submissions from both BIFE and NWETSS. She advised the members that associated documents were available on minutepad.

The CE took the members through the series of events/correspondence available to her in relation to the BIFE proposal/Block E.

Eileen Cullen, Training Services Manager and Catherine Byrne AEO brought the members through a presentation on BIFE. The CE then decided to proceed to a discussion.

Cllr Teresa Murray enquired if there was any documentation to prove that the agreement to co-locate NWET (North Wicklow Educate Together) on the BIFE Campus was ever brought to the Board.

The CE clarified the situation in response to queries from a number of members.

- 1. No formal proposal was brought to the Board**
- 2. The question of Joint Patronage was never discussed**
- 3. The CE has no information on why Wicklow County Council was involved or not.**
- 4. Given that it was an assignment/disposal of land issue it had to be approved by the Board as it is a statutory function.**

Cllr Nicola Lawless advised it is the remit of KWETB to look after its schools. She advised she is also concerned about Educate Together. Members have to be cognisant of the results of their decisions. She advised she wants more clarification from the Minister as these decisions were made by the previous CE.

Cllr Jennifer Whitmore asked if the CE sought all documentation from the DES. The CE stated that she sought and received all information. She advised the process was less than ideal. It was difficult to track the events. She believes that the DES did receive consent in written form from the former CE in an email. This email referred to in her presentation will make the email available to the Board through Minutepad.

Cllr Fiona McLoughlin Healy questioned what systems and procedures were in place. She sympathised with BIFE and Educate Together. She spoke of the business plan for

BIFE and asked what elements would not go ahead if the land was not assigned. She questioned what, if any, proof is required by DES of Board Decision i.e. do they take it on trust that the Board acts in the best interest of the ETB. She question why would the DES accept that the Board would act contrary to the best interest of the School (BIFE). She question how can one person could bring about all this chaos on their own and that there must have been engagement with others. Questioning who else was involved?

The CE stated she would not make statements without information. From her senior management team she was aware that very little information was made available to them. She referenced The Thorne Action Plan which had already identified weaknesses of this kind in governance.

Cllr Aoife Breslin stated that it was unfortunate for the two education facilities involved. Cllr Breslin proposed that DES attend the next KWETB Board meeting given that the Board could not make decisions without information.

Cllr Teresa Murray agreed the DES should attend the next Board meeting and should forward all other relevant correspondence in advance of the meeting. She stated that the Board needs to know who was corresponding with the former CE within DES.

Cllr Jennifer Whitmore agreed the DES needs to speak to the KWETB Board to advise on the correct procedures.

The CE agreed that there were issues in relation to the process and that more clarity was needed.

Dr Elizabeth O’Gorman referred to other Post Primary schools in the area. Educate Together students come from a very wide catchment area and less than half are from the Bray area.

Ms Lorraine Hennessy advised it is very difficult to make a decision with the lack of information. She queried the implications of Education Together co-locating on the BIFE campus and what alternatives there might be.

Cllr Jennifer Whitmore acknowledged the work done by the CE. Her view was that the DES were responsible for ensuring that the documentation was in place. She acknowledged that Educate Together have not had a chance to put their case to the Board.

Cllr Teresa Murray emphasised that it is highly important that the DES attend the next Board meeting. It is such a big issue the Board need to meet to discuss as a single agenda item.

It was proposed by Cllr Aoife Breslin, seconded by Cllr Daragh Fitzpatrick that the DES attend the next meeting of the Board.

Cllr Réada Cronin advised KWETB should be loyal to BIFE. KWETB are not the patrons of Educate Together and she questioned the relationship between the DES and the former CE.

Cllr Nicola Lawless formerly proposed to hold a special meeting and formally ask the DES to attend. She advised she will support Educate Together getting a site but as a KWETB member her loyalty is to BIFE.

Cllr Teresa Murray stated while Educate Together are not part of KWETB remit they are decent people and have had promises made to them. She referenced the promises made in the context of Maynooth.

The CE commented that it may be difficult to have the DES present at a meeting and suggested that in the absence of them agreeing to come to a meeting that she, the chair and possibly another Board member meet with DES representatives and get clarification and report back to the Board.

Cllr Fiona Mc Loughlin Healy noted she was mindful of ongoing communications between the Chair, the CE and DES around which there was not much communication to members. She then asked the CE if she had to choose today in relation to the proposal what decision would she make.

The CE in the first instance objected to any question on her integrity. In relation to the decision the CE stated in her role as CE her priority was to lead FET provision within KWETB into the future.

Cllr Jennifer Whitmore stated the Board need answers from the DES who have left the Board and Educate Together in a very difficult position.

Dr Elizabeth O’Gorman advised a decision needs to be made regardless as to whether or not DES attend the next KWETB Board meeting and formerly proposed that a decision be made re assignment of lands at the next meeting. Her proposal was seconded by **Cllr Teresa Murray** and agreed.

Cllr Finula Haran enquired as to the savings to be made by KWETB if services were to move to the BIFE campus. She thanked all for their presentations. She thanked those who attended from BIFE and Educate Together. She acknowledged received petitions from the BIFE students.

Cllr Nicola Lawless advised if DES does not attend the next KWETB meeting the Board should be informed and questions submitted through the Chair for DES responses. DES should be informed that a decision will be made and non-attendance by DES representatives will be taken into account.

The Chair requested a short adjournment and the meeting adjourned at 1.15.

The meeting resumed at 1.40

The Chair requested the Board refer to Agenda item 7.3.1. Finance - Sanction letter from Department of Education and Skills for Overdraft Facility before discussing agenda item 6.1 Dr Thorn Action Plan.

Finance Officer Catherine Doran referred to letter forwarded to the DES on 19th October 2018 seeking sanction for an overdraft facility which is required for a 12 month period beginning 1st December 2018.

She advised sanction had been received by the DES and that a second motion was required to activate the overdraft facility if necessary. Ms Doran stated that in previous years it had not been necessary to drawdown the overdraft facility.

Proposed by Dr Elizabeth O’Gorman, seconded by Mr John Hurley and agreed that overdraft may be used if so required.

The Chair referred to Agenda item 6.1 Dr Thorn Action Plan.

The Chair read a letter of 4th October from DES in reply to the Board’s response to the Ministerial directions to the Thorn Report. He informed the Board that he and the CE met with the DES on 5th November 2018. At this meeting the DES had directed KWETB to review all actions set out in the Thorn Report and prepare and agree an Action Plan for presentation and reporting to the DES. The Chair advised he will forward copy of DES letter to the Board.

The CE informed the Board that the DES had agreed with the suggestion that the action plan would encompass a broader range of Governance actions including those in the Thorn Report.

Mr Joe Kelly, OSD Director brought the members through the Governance Action Plan advising it is a single plan including Board and executive actions. He also brought the members through the specific Thorn Action Plan Status.

Cllr Nicola Lawless thanked Joe and the OSD team and all staff members for their hard work in compiling the Action Plan and the Thorn Action Plan Status, the tracking and signing off. It is a massive piece of work which is a great step in the right direction and also good for the Board as they can see the actions and it is transparent.

Cllr Fiona McLoughlin Healy advised she had difficulty with some of the headline items. She enquired about rental properties, who are the landlords and how much is being spent on rent.

Joe Kelly advised all this information was dealt with in detail at the Finance Committee. The Chair advised that the Finance Committee had gone through all leases and rents.

Cllr Tommy Annesley confirmed the above.

It was suggested that the Finance Committee address the Board on this issue.

Cllr Fiona McLoughlin Healy referred to prescribed levels of signing authority and requested the levels of the last four years are forwarded to the Board. She advised the Board is in breach as they don’t know the prescribed levels of signing authority. She stated she has requested this information at previous meetings.

The CE advised that the current prescribed level of signing authority had been made available to the board for noting was part of the finance report. Cllr. McLoughlin Healy clarified that it was not the current but previous documents.

Ms Catherine Doran, Finance Officer advised there was no composite document but individual ones which she will make available to the Board.

Cllr Fiona McLoughlin Healy enquired about training for current Board and for new members and how quickly it can be organised.

Mr Joe Kelly, Director of OSD referred to the current IPA review including the survey of members and the one to one meetings to take place with the members. The report which

will follow will identify strengths and weaknesses. If in the meantime members identify training needs can be facilitated.

Nominations were requested for two members to assist with the Thorn Governance Action Plan. Mr Noel Merrick (proposed and seconded) and Mr John McDonagh (proposed and seconded) were appointed. It was also agreed that Joe Kelly would work with Noel Merrick and John McDonagh on the combined action plan.

Nominations were sought from the Board for a KWETB nominee to the ETBI Reserved members Forum.

Mr Noel Merrick (proposed and seconded) and Cllr Fiona McLoughlin Healy (proposed and seconded) were nominated. Mr Noel Merrick won the vote 7:4.

Cllr Teresa Murray raised the issue of a temporary eight classroom primary school to be located on the Maynooth Education Campus. She advised in her opinion it is a waste of tax payers money and it should be extended to a 16 classroom school and asked if KWETB could influence DES to change the size of the school.

Mr John McDonagh raised the issue of the two 1000 pupil schools being built at present. He felt that they would soon be inadequate to cope with projected student numbers. He asked if there would be room on the site for extensions if the proposed primary school was to be sited on the same campus.

CE advised that the patronage of the new primary school would be decided by competition and that KWETB will be seeking patronage. It will be a number of months before it is decided.

John Hurley enquired if the Principals from Maynooth Community College and Maynooth Post Primary school had been consulted. It was suggested that the Director of Schools had spoken to both Principals but this could not be confirmed as the Director of Schools was no longer present at the meeting.

Given that it could not be verified whether or not the Principals had been informed Cllr Teresa Murray proposed that the issue of a temporary eight classroom primary school to be located on the Maynooth Education Campus be on the agenda for the next ETB meeting.

Cllr Jennifer Whitmore advised the Board that the contractor for the community national school in Greystones is Western Building Systems. She requested the Board contact the DES to ensure proper building procedures are in place.

Cllr Finula Haran asked for an update on the current position regarding the Maynooth Campus. Ms Mary Dillon informed that the position is as follows – when Sammon went into liquidation KWETB worked with the DES to have the precast, the steel for the roof completed to structure the structure. KWETB and their design team have since worked with the DES and the Bondsman to complete the envelope (roof, windows, doors and plaster etc.). The Bondsman reached agreement on the completion of the envelope and the appointment of a contractor to do the work. The expected start date is 19th November 2018. Prequalification of contractors has already taken place for the completion of the remainder of the project. The Design team are on course to go to tender in December for

a contractor to complete the remaining works. This is great news for all involved. The Chair offered to email details to the Board.

The meeting adjourned at 2.40

6.3 Updates on Audits

Deferred

Minute No. ETB-07-11-18

No. 7 Agenda Reports to the Board

7.1 Further Education and Training

FET Report

Deferred

7.2 Schools Division

DOS Report

List of Board of Management Minutes

Deferred

7.3 OSD

(i) Finance

Sanction letter from Dept for Overdraft Facility

Proposed by Dr Elizabeth O’Gorman, seconded by Mr John Hurley and agreed that overdraft may be used if so required.

KWETB Financial Authority Levels

(ii) H.R. / I.R.

(iii) Buildings and Corporate Services

Deferred

Building Report

KWETB Property Status Report

Minute No. ETB-08-11-18

No. 8 Agenda Risk Management

Minute No. ETB-09-09-18

No. 9 Agenda Correspondence

(i) Department Circular Letters for Adoption

- **CL 0065/2018: ACTING-UP ARRANGEMENTS AND ACTING-UP ALLOWANCES FOR ALL STAFF OTHER THAN PERSONS EMPLOYED AS TEACHERS AND SPECIAL NEEDS ASSISTANTS IN EDUCATION AND TRAINING BOARDS**
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- **CL 0056/2018 : REVISION OF SALARIES IN RESPECT OF ALL STAFF OTHER THAN TEACHERS AND SNAs EMPLOYED BY ETBs WITH EFFECT FROM 1 OCTOBER 2018**
- **CL 0053/2018: REVISION OF SALARIES FOR SPECIAL NEEDS ASSISTANTS (SNAs) WITH EFFECT FROM 1 OCTOBER 2018**
- **CL 0051/2018: REVISION OF TEACHER SALARIES WITH EFFECT FROM 1 OCTOBER 2018**
- **CL 0050/2018: PROCEDURES FOR SUSPENSION AND DISMISSAL OF PRINCIPALS OF COMMUNITY NATIONAL SCHOOLS**
- **CL0048/2018: REVISED PROCEDURES FOR SUSPENSION AND DISMISSAL OF TEACHERS AND PRINCIPALS**

Deferred

- (ii) *Other Correspondence & Updates*

Notice of Completion of Term of Office as Chair of KWETB Audit Committee

Deferred

- (iii) *ETBI Correspondence & Matters / Department & Agencies*

Minute No. ETB-10-11-18

<p>No. 10 Agenda Motions for Approval</p>

Minute No. ETB-11-11-18

<p>No. 11 Agenda Policies for Adoption</p>
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- (i) **School Division Policies**
Colaiste Lorcaín Castledermot – CCTV Systems Policy
Colaiste Lorcaín Castledermot – Risk Assessment
Colaiste Lorcaín Castledermot – Student Code of Behaviour

Deferred

- (ii) **H.R. Policies**
- (iii) **Corporate Services Policies**
- (iv) **Finance Policies**
- (v) **F.E.T. Policies**

Minute No. ETB-12-11-18

<p>No. 12 Agenda Establishment of Committees & Nominations to Boards of Management</p>
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1. Appointment to ETBI Reserved members Forum

Proposed by the meeting that Mr Noel Merrick be nominated as KWETB member appointed to ETBI Reserved Members Forum

2. Appointment of Chair of Audit Committee

Deferred

3. Boards of Management of designated schools

Deferred

4. Nominations to the Youth Work Committee - Comhairlí nominations

Nominated from Kildare Comhairle - Clodagh O' Leary & Dylan Hayes

Nominated Wicklow Comhairle - Tristan McCall & Jade O'Hagan

Deferred

Minute No. ETB-13-11-18

No. 13 Agenda

Matters Deferred from Previous meetings

- KWETB to nominate 3 persons to serve on board of management of Coláiste Chiarán, Leixlip (term of current board ending 31st July 2018)
- Replacement for Mr Joe Behan on board of management of St Killians Community School, Bray
- In Committee meeting to adopt minutes of earlier meetings held in committee

Deferred

Minute No. ETB-14-11-18

No. 14 Agenda

Members Review of Code of Practice

Minute No. ETB-15-11-18

No. 15 Agenda

- (i) Resolution regarding 2017 Legal Advice
- (ii) Recoverability of Legal Advice Bill

Deferred

No. 16 Agenda

AOB

Vote of Sympathy was taken with all members standing

Signed: Noel Merrick Date: 14/6/19.
(Chairperson)

NEXT MEETING

DATE: Tuesday 27th November 2018

VENUE: Delgany Suite, Glenview Hotel, Wicklow

TIME: 10.30 am