



A Meeting of Kildare & Wicklow Education & Training Board was held in Council Chamber, Wicklow county Council Offices on Tuesday 27th March, 2018, Commencing at 10.30 a.m.

Present: Mr Noel Merrick Chairperson, Cllr. Rëada Cronin, Cllr. Fiona McLoughlin-Healy, Cllr. Teresa Murray, Cllr. Tommy Annesley, Mr John McDonagh, Ms Finula Haran, Ms Deirdre Coghlan Murray, Cllr Jennifer Whitmore, Cllr Nicola Lawless, Mr John Hurley, Cllr Jim Ruttle.

In attendance: Dr Rory O'Toole
Mr Joe Kelly
Ms Caitriona Murphy
Ms M. Dillon
Ms Jayne Hogarty
Ms Aine O'Sullivan
Ms Catherine Doran
Ms Eileen Cullen
Ms Mary Kemmy
Ms Rose Murray

Apology: Cllr Brendan Weld
Cllr Daragh Fitzpatrick
Cllr Naoise O'Cearuil
Dr Elizabeth O'Gorman
Ms Lorraine Hennessy
Mr Joe Behan

The opening of the meeting was postponed and commenced at 11.10 when a quorum was achieved.

The following factors meant that the executive were unable to brief the Board in the in-depth manner required:

- 1. the delay in commencement of the meeting*
- 2. the extended discussion on amendments to minutes of meeting of 9th January*
- 3. the fact that all business which required a decision by the Board had to be concluded by 12.30pm when certain members had to leave.*

Even given the above a member was requested to return to the chamber in order that business requiring adoption by the Board be completed.

In relation to 2 above a document which was submitted as a series of amendments to the minutes of 9th January by Cllr. McLoughlin Healy some hours prior to the meeting of 5th February was accepted by members as a document to be appended to the minutes of the 9th January. The CE stated that the document would not form part of the official minutes and would be appended as a separate document.

Cllr McLoughlin Healy's proposed amendments to the minutes of the discussion held at the January meeting in relation to the payment of the legal fees were agreed by the board to be an accurate account of the discussion. The board agreed that the account of the discussion be appended to the minutes

AGENDA

- 1. Chairpersons Welcome**
- 2. Votes of Sympathy**
- 3. Declarations of Conflict of Interest**
- 4. Minutes**
 - *Minutes of 9th January 2018 & Minutes of 5th February*
 - *Approach to minutes going forward*
- 5. Matters Arising**
- 6. Reports to the Board**
 - (i) Chief Executive
 - (ii) OSD
 - Presentation of the Proposed OSD Strategy*
 - OSD Report to KWETB Meeting March 2018*

Finance

 - *KWETB Finance Committee Chairperson's Report*
 - *KWETB Statement of System of Internal Control 2015*
 - *KWETB Statement of System of Internal Control 2016*
 - *KWETB Statement of System of Internal Control 2017*
 - *KWETB Service Plan 2018*
 - *KWETB Draft Financial Statement for the Year Ended 31/12/2016*
 - *KWETB Draft Financial Statement for the Year Ended 31/12/2017*

HR

 - *HR Appointments 2017*
 - *Schools Division*
 - Schools Report to KWETB Meeting March 2018*
 - Colaiste Lorcaín, Castledermot - Teaching and Learning Policy*
 - Colaiste Lorcaín, Castledermot - Child Safeguarding Statement*
 - Board of Management Minutes – List uploaded*
 - *Further Education & Training (FET)*
 - FET Report to the KWETB Board Meeting March 2018*
- 7. (i) Department Circular Letters for Adoption**
- (ii) Other Correspondence and Updates**

(iii) *ETBI Correspondence*

Details of ETBI Conference 2018 – Killashee Hotel Naas, 26th – 27th
September 2018

8. Motions for Approval

9. Policies for Adoption

- (1) KWETB Procurement Policy – reviewed at February meeting
- (2) KWETB Draft Acceptable Usage Policy- reviewed at February meeting (v1.6 March 2018)
- (3) KWETB Harassment/Sexual Harassment Prevention Policy (**for members information only previously adopted and ETBI made modifications**)
- (4) KWETB Guidance Notes Harassment/Sexual Harassment (**for members information only previously adopted and ETBI made modifications**)
- (5) KWETB Bullying Prevention Policy
- (6) KWETB Guidance Notes Bullying Prevention Policy

Presentation on Procurement Policy by Carmel Whelan

10. Establishment of Committees & Nominations to Boards of Management

1. Nomination of Mr David Grant to the vacant position of the Board of Management of St Killians Community School Bray.
2. Nomination of Dr. Rory O’Toole to Local Community Development Committees (LCDC’s) following the retirement of Mr. Sean Ashe.
3. Approval of a staff member Mary Kenny to sit on the Board of East Glenalough School in Wicklow Town

11. Report of KWETB Sub Group – Payment of Legal Bill

12. Matters deferred from previous meetings

- (1) Obligations under Article 5.3 of the WHO Framework Convention on Tobacco Control (FCTC) in relation to the Tobacco Industry.
- (2) In Committee meeting to adopt minutes of earlier meetings held in committee

13. A.O.B

No. 1 Agenda
Chairpersons Welcome

The Chair advised that as some board members had to leave the meeting early all items requiring a decision by the board had to be addressed before 12.30pm.

The Chair Mr Noel Merrick welcomed everyone to the meeting. He congratulated Aine O'Sullivan on her appointment as Acting Director of Schools.

He addressed the issue of meetings over the summer period stating that a July meeting can be problematic. He suggested that a meeting be held between May and the end of September.

Minute No. ETB-02-03-18

No. 2 Agenda
Votes of Sympathy

The family of Keith McCarthy (student VTOS Athy) on his recent death, R.I.P.

The family of Claire Brennan – Larmour, (BIFE student and former student of Youthreach Arklow)

Minute No. ETB-03-03-18

No. 3 Agenda
Declarations of Conflict of Interest

Minute No. ETB-04-03-18

No. 4 Agenda
Minutes

- 1. The Minutes of the KWETB Meeting held on 9th January 2018 were discussed. A four page document which was submitted on the morning of the meeting by Cllr Fiona McLoughlin -Healy. The chair informed members. Given the length he did not read it to members. Cllr McLoughlin – Healy maintained that the document was the only way to get an accurate account of the meeting and that it was her right to submit it at the meeting. Four days prior to the meeting was too tight a deadline. After a long discussion and without examining the document or verifying its content it was proposed by Cllr Nicola Lawless, seconded by Cllr Jennifer Whitmore and agreed by the meeting that amendments presented by Cllr McLoughlin Healy be attached to the January minutes as an addition. The minutes which were previously circulated on MinutePad, were taken as read, approved and were signed.*

The Minutes of the KWETB Meeting held on 5th February 2018, which were previously circulated on minutepad, were taken as read, approved and were signed.

2. *Proposed by Ms Deirdre Coghlan Murray, seconded by Mr Hurley and agreed by the meeting.*

A discussion took place regarding the approach to minutes going forward. CE presented to the Board Proposal which is in line with ‘Standing Orders for the Regulation of Business and Proceedings at Meetings of the Board and its Committees’ and which is in line with best practice.

3. *Document regarding future minutes was proposed by Mr John Hurley, seconded by Ms Deirdre Coghlan Murray and agreed by the meeting*

It was suggested by members of the Board that a stenographer be sourced for future minute taking and ETB meetings.

4. *Chair agreed to defer the discussion of a stenographer to the next meeting.*
5. *It was agreed by the meeting that future amendments to minutes be forwarded to the Chair ideally at least 4 days before the meeting.*
6. *It was agreed that the draft minutes should be forwarded to the Board within 3 weeks of the next meeting.*

Minute No. ETB-05-03-18

No. 5 Agenda Matters Arising

Minute No. ETB-06-03-18

No. 6 Agenda Reports to the Board

(i) Chief Executive

Acting chief Executive Rory O’Toole addressed the meeting. He welcomed Aine O’Sullivan as the new Acting Director of Schools.

He spoke about the new expanded OSD Report. Its purpose to ensure the Board is fully appraised of the many successful initiatives on the way.

He also referred to ongoing work with IPB to improve KWETB’s approach to Corporate Governance and Risk management.

Acting CE also informed the Board the interviews for the permanent Chief Executive position will take place in April.

(ii) OSD

Mr Joe Kelly presented OSD Statement of Strategy 2018 – 2020 to the Board.

OSD Report was presented to the Board.

(See Appendix 1)

The members expressed their appreciation of all the hard work been done. It gives an insight into what is happening in the organisation.

1. *OSD Report was proposed by Cllr Fiona McLoughlin Heally, seconded by Ms Finula Haran and agreed by the Board.*

Finance

KWETB Finance Committee Chairperson's Report

2. *Proposed by Mr John Hurley, seconded by Cllr Tommy Annesley and agreed by the Board.*

KWETB Statement of System of Internal Control 2015

3. *Proposed by Mr John Mc Donagh, seconded by Cllr Tommy Annesley and agreed by the Board*

KWETB Statement of System of Internal Control 2016

4. *Proposed by Cllr Tommy Annesley, seconded by Cllr Nicola Lawless and agreed by the Board*

KWETB Statement of System of Internal Control 2017

5. *Proposed by Mr John Mc Donagh, seconded by Cllr Nicola Lawless and agreed by the Board*

KWETB Service Plan 2018

6. *Proposed by Cllr Teresa Murray, seconded by Ms Finula Haran and agreed by the Board*

KWETB Draft Financial Statement for the Year Ended 31/12/2016

Accepted subject to completion of Audit of 2015 Accounts by C&AG

7. *Proposed by Mr John Hurley, seconded by Cllr Tommy Annesley and agreed by the Board*

KWETB Draft Financial Statement for the Year Ended 31/12/2017

Accepted subject to completion of Audit of 2016 Accounts by C&AG

8. *Proposed by Cllr Nicola Lawless, seconded by Mr John McDonagh and agreed by the Board*

The meeting agreed as some members would be leaving it was important that the Board refer to Agenda 9 &10 to ensure statutory business is completed while there was a Quorum

HR

KWETB Appointments 2017 - Appendix 2

A discussion took place regarding HR appointments 2017. No decisions were made as there was not a quorum.

- (iii) **Schools Division - Appendix 3**

Aine O'Sullivan spoke regarding schools. No decisions were made as there was not a Quorum.

- (iv) **Further Education & Training (FET) – Appendix 4**

Caitriona Murphy and Eileen Cullen spoke regarding SOLAs and FET. No decisions were made as there was not a Quorum.

Minute No. ETB-07-03-18

No. 7 Agenda

(a) Department Circular Letters for Adoption

(b) Other Correspondence & Updates

(c) ETBI Correspondence & Matters / Department & Agencies

*Details of ETBI Conference 2018 – Killashee Hotel Naas, 26th – 27th
September 2018*

Deferred to next meeting

Minute No. ETB-08-03-18

No. 8 Agenda
Motions for Approval

Minute No. ETB-09-03-18

No. 9 Agenda
Policies for Adoption

Ms Carmel Whelan brought the members through the KWETB Procurement Policy

KWETB Procurement Policy – reviewed at February meeting

- 1. Proposed by Mr John McDonagh, seconded by Mr John Hurley and agreed by the meeting.*

Cllr Fiona McLoughlin Healy wanted it noted that there was less information in the new policy document compared to the older one.

KWETB Draft Acceptable Usage Policy- reviewed at February meeting (v1.6 March 2018)

- 2. Proposed by Mr John McDonagh, seconded by Mr John Hurley and agreed by the meeting.*

KWETB Harassment/Sexual Harassment Prevention Policy (for members information only previously adopted and ETBI made modifications)

- 3. Proposed by Mr Tommy Annesley, seconded by Cllr Nicola Lawless and agreed by the meeting.*

KWETB Guidance Notes Harassment/Sexual Harrassment (for members information only previously adopted and ETBI made modifications)

- 4. Proposed by Cllr Jim Ruttle, seconded by Mr John McDonagh and agreed by the meeting.*

KWETB Bullying Prevention Policy

5. *Proposed by Ms Deirdre Coghlan Murray, seconded by Cllr Jim Ruttle and agreed by the meeting.*

KWETB Guidance Notes Bullying Prevention Policy

6. *Proposed by Mr John McDonagh, seconded by Cllr Jennifer Whitmore and agreed by the meeting*

Minute No. ET1-10-03-18

No. 10 Agenda

Establishment of Committees & Nominations to Boards of Management

Nomination of Mr David Grant to the vacant position of the Board of Management of St Killians Community School Bray.

1. *Proposed by Mr John McDonagh, seconded by Mr John Hurley and agreed by the meeting.*

Nomination of Dr. Rory O'Toole to Local Community Development Committees (LCDC's) following the retirement of Mr. Sean Ashe.

2. *Proposed by Ms Deirdre Coghlan Murray, seconded by Ms Finula Haran and agreed by the meeting.*

Approval of a staff member Mary Kenny to sit on the Board of East Glenalough School in Wicklow Town

3. *Proposed by Ms Deirdre Coghlan Murray, seconded by Cllr Tommy Annesley and agreed by meeting.*

The meeting concluded as some board members had to leave and there was not a full Quorum.

A discussion took place regarding HR Appointments with no decision and for information only.

A discussion took place regarding FET and Solas Training with no decision and for information only.

A discussion took place regarding Corporate Services and Building report with no decision and for information only.

Minute No. ET-11-03-18

No. 11 Agenda

Report of KWETB Sub Group – Payment of Legal Bill

Deferred to next meeting.

Deferred to next meeting.

Minute No. ETB-12-03-18

No. 12 Agenda
Matters deferred from previous meetings

- (1) **Obligations under Article 5.3 of the WHO Framework Convention on Tobacco Control (FCTC) in relation to the Tobacco Industry.**
- (2) **In Committee meeting to adopt minutes of earlier meetings held in committee**
Deferred to next meeting.

Minute No. ETB13.-03-18

No. 13 Agenda
A.O.B.

Vote of Sympathy was taken with all members standing

Signed: *Norah Meenan* Date: *8/5/18*
(Chairperson)

NEXT MEETING

DATE: Tuesday 8th May, 2018

VENUE: Council Chamber, Naas, Co Kildare

TIME: 10.30 am

Appendix 1

OSD Report

KWETB Board
Meeting
Report

March 2018

Joe Kelly

Director of OSD

OSD: Corporate Services Operational Report

Prepared by: Mary Dillon

16th March 2018

Key points to note

Corporate Governance Matters:

IPB Engagement:

Presentation on Governance and Risk to member of the Board, the Boards of Management of Schools and Secretaries of Boards of Management of schools has taken place.

SMT has commenced work with **IPB** on Risk. A timetable has been set for meetings for 2018. Four meetings have taken place thus far –

1. Audit of Code of Practice Compliance.
2. Corporate Risk Register Workshop 1
3. Internal Controls Workshop
4. Corporate Risk Register Workshop 2.

Engagement with IPA

KWETB have engaged with IPA regarding support to the organisation in areas including;

- Implementation of Code of Practice,
- Enhancement of Procurement practices and procedures including tendering process
- Effective management of Conflicts of Interest,
- Development of polies and procedures in support of Audit and Finance Committee
- Mitigate against risk and exposures related to 'benefit in kind'

Engagement with the Board through the Chair is planned.

Procurement:

Procurement policy is for adoption by the Board. Ms. Carmel Whelan will make a presentation.

Data Protection:

Four members of staff have trained in Data Protection in preparation for GDPR. We continue to work at a national level with ETBI towards compliance by May 2018. There is a legal requirement to name a Data Protection Officer. KWETB does not have the capacity from within its own allocation and seeks resources from DES to allow the appointment of a DPO.

Buildings/Capital:

KWETB Building Report

Project Location	Type of Project	Status update
Maynooth Education Campus	Maynooth Community College, Replacement School for Maynooth Post Primary & PE Hall	<p>Work is progressing well.</p> <p>The precast structure will be completed by shortly after Easter</p> <p>Site works are well advanced, boundary walls have commenced.</p> <p>ER is working with Principals on the colour schemes for both schools.</p> <p>Sanction sought from DES to appoint Consultant to supervise roadworks – Roundabout.</p>
Naas Community College	<p>Naas Community College - Millennium Park</p> <p>Additional Accommodation</p>	<p>The Department of Education has given permission to proceed to prequalification of contractors for the project.</p> <p>Consultant appointed for additional accommodation</p>

Ard Scoil Rath Iomghain	Emergency Works	Sanction received for emergency works to roof. Temporary solution until emergency works can commence in the summer in discussion with DES.
St. Farnan's Post Primary School	Emergency Works Temporary Accommodation	Sanction has been received to proceed with emergency works to roof. Consultant appointed. Tender complete for contractor. Checking taking place on lowest tenderer.
Gael Coláiste Chill Dara, Naas	Emergency works Works re roof and sewerage etc.	Sanction has been received to proceed with emergency works to flooring. Consultant is compiling a report on issues which have arisen.
Celbridge Community College	Temporary Accommodation	Sanction received to proceed with temporary accommodation.
FETC Leixlip	Expressions of Interest for Rental of Premises	Expressions of interest were sought for new premises for Youthreach and VTOS Leixlip.
FETC, Naas	Upgrade works	Tenders received for consultant.
St. Conleth's CC, Newbridge	Standalone Extension	Work has recommenced on site. The required certification, prepared by ORS, has been received from the contractor, K&J Townmore, examined by the HSA and Design Team and found to be in order. A site meeting was held on Friday 9 th

	<p>Furniture and Equipment</p>	<p>March at which the contractor committed to have a programme for the remainder of the contract with the ER within 2 weeks.</p> <p>All were in agreement that the school would be ready for occupation for the new academic year.</p> <p>Design Team:</p> <p>Architect – MOH Architects, Church Street, Portlaoise, Co. Laois</p> <p>Structural Engineers – Donnachadh O’Brien & Associates, Millennium Park, Naas, Co. Kildare</p> <p>Quantity Surveyors – KSN, KSN House, Clonskeagh, Dublin 14</p> <p>M&E Consultant – Jerry Geaney Engineering Consultants, Waterford Business Park, Cork Road, Waterford</p> <p>PSDP – Atkins, Airside Business Park, Swords, Co. Dublin</p> <p>Tenders for furniture and equipment have been received and are currently being assessed.</p>
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Athy College	Additional Accommodation	Consultant appointed for additional accommodation.
Confey College	All weather pitch	All weather pitch currently being prepared for surface replacement following water flood damage
Blessington CC	Additional Accommodation	Temporary accommodation consisting of four classrooms, science and woodwork rooms & toilets. Permanent extension included on DoES plan for construction in 2018.

	<p>Sports Capital Grant – artificial pitch</p> <p>ASD Unit</p>	<p>Provisional approval received for Sports Capital Grant for all weather pitch. Closing date for consultant tenders 9th March 2018.</p> <p>At pre planning stage</p>
<p>Glenart College (formerly Arklow CC)</p>	<p>New school</p>	<p>The playing field and hardcourts have been completed but final practical completion has not issued as yet as not deemed satisfactory. Safety File remains outstanding.</p>
<p>Coláiste Bhríde, Carnew</p>	<p>Additional Accommodation</p> <p>2018 EWG – repairs to</p>	<p>The school has been approved under the Department of Education and Skills six year plan for an extension with construction in 2018. The Schedule of Accommodation is now awaited from the Department of Education and Skills.</p> <p>Purchase of Land:</p> <p>WCC: Awaiting contract from WCC.</p> <p>Department approved EWG and consultant tenders are due in 20th Mar 2018</p>

	temp accommodation	
Coláiste Chraobh Abhann, Kilcoole	Additional Accommodation	Major extension included on DoES plan for construction 2018.
Coláiste Ráithín, Bray	PPP project – new school	<p>The PPP Co. are currently working on a reactivation plan.</p> <p>The school will remain in its current premises. St. Andrew’s will continue to be leased until the move to the new school is complete.</p> <p>St. Andrews - Landlord agreed to monthly renewals</p>
Avondale CC, Rathdrum	Additional Accommodation	Extension approved on DoES plan for construction 2019.
St. Kevin’s CC, Dunlavin	<p>Additional Accommodation</p> <p>Sports Capital Grant – Changing Rooms</p>	<p>Extension approved on DoES plan for construction 2018.</p> <p>.</p> <p>The dressing rooms, a Sports Capital Grant project in partnership with the camogie club, was completed & electricity supply was provided end Jan Final connection and water connection are due to progress shortly</p>

Scoil Chonglais, Baltinglass	All Weather Play Area	The All-weather pitch that was approved under Sports Capital Grant in partnership with Baltinglass GAA club was completed and handed over
Greystones CNS	New temporary school	<p>Planning approval was granted to DoES for permanent building. Project due for completion as part of Rapid Building programme in 2019.</p> <p>Department of Education gave preliminary approval for two additional prefabs for Sept 2018 and Consultant has submitted planning application. Decision due on 16th April.</p>
Gaelcholáiste na Mara	Additional accommodation	<p>The new school is included under the DoES six year plan. The Department has issued a Service Level Agreement for the delivery of the Gaelcholáiste Na Mara and Gaelscoil Inbhir Mhoir</p> <p>Ongoing roof leaks in building</p>
Block E, Bray Civic Centre	Refurbishment of Building	Snags nearing completion.

North Wicklow Educate Together	Minor works to building at Putland Road approved by DoES.	Contractor was procured and the works were completed early Mar 2018
Bray Institute of Further Education	Emergency Works Water Tanks	DoES approved Emergency Works to water tanks. Contractor has been appointed and will carry out survey over Easter break and do the works when LC exams finish as agreed with Principal
St. David's, Piper's Hill	New School	Legal proceedings have been initiated by the contractor in relation to the payment of the final account. KWETB has appointed legal representatives to defend the case.

Leases/licenses/Disposal of Assets

Wayleave agreement between KWETB and ESB at Maynooth Campus.

Leases

Wicklow FETC, The Murrough, Wicklow Town

Landlord: Wicklow Enterprise Park CLG

Term Commencement: 1 October 2017

Term: 10 years - Break options from year 5 and each year thereafter subject to 12 months notice

Rent: €159,672 per annum excluding VAT

Area: 11,826 square feet

Wicklow FETC, The Murrough, Wicklow Town

Landlord: Jen Properties

Term Commencement: 1 October 2017

Term: 10 years – Break options from year 5 and each year thereafter subject to 12 months notice

Rent: €61,992 excluding VAT

Area: 480 sq m

Naas FETC, Unit A Naas Business Park, Naas, Co. Kildare.

Landlord: Dominic Fagan

Term Commencement: 29th June, 2017

Term: 10 years -

Rent: €50,000 per annum

Area: 8,000 square feet

St. Andrews: Landlord has agreed to monthly renewals

Licence:

Office Space, Suites 9 and 10, Osprey Business Centre, Naas, Co. Kildare.

Landlord: Osprey Hotel, Limited.

Term Commencement: 21st, August, 2017.

Term: 3 years -

Rent: €4,200 per annum

Area: 1, 679 square feet

Licence Agreements which include the requirements necessary to comply with the Sports Capital Grant programme

1. St. Kevin's Community College, Dunlavin and Donard Glen Camogie

Club Grant approved 2015 €127,900.00 for Dressing Rooms

Building is completed but awaiting connection of electricity and foul sewer connections before Practical Completion in January 2018

Duration: 15 years 30 hours a week outside normal school hours

2. Scoil Chonglais, Baltinglass and Baltinglass GAA

Club Grant approved 2015 €97,494.00 for all weather

pitch

Pitch is completed but snags are being finalised before Practical Completion which is expected before the end of December 2017.

Duration: 15 years 30 hours a week outside normal school hours

3. Blessington Community College and Blessington

AFC Grant approved 2017 €105,000.00 for all weather

pitch

Duration: 15 years 30 hours a week outside normal school hours.

Insurance Report:

The table below details the number of ongoing claims:

Claims	2016/2017	2018
Personal	9	5
Buildings	6	4

Disposal of Assets:

Disposal of 2 Jeeps, 1 Van, sundry furniture and fittings.

ICT

In order to comply with GDPR and reduce risk and the reliance on email attachments we are working on rolling out KWETB email addresses to all Board Members. This is already in effect for all sitting on Interview Boards. Details on how this will operate will be available for the Board meeting.

Policy

ICT

KWETB Draft Information & Communication Technology (ICT) Acceptable Usage Policy V1.6 March 2018.

Procurement Policy.

Matters for Presentation at Meeting:

Procurement Policy.

OSD: Finance Report

Prepared by: Catherine Doran

Key points to note

Statutory Reporting:

Draft 2017 V.15 to be presented to the meeting for adoption and submitted to Comptroller and Auditor General before statutory deadline of 1st April.

Draft 2016 V.15 will also be presented to the Board for adoption.

Service Plan for 2018 to be presented to the meeting for adoption.

FET Finance Reporting

Indicative budget of €28.1 million received from SOLAS. This is €1 million less than 2017. Further detail in FET report.

FARR 4 (SOLAS funding bid) being prepared at present.

Department of Education Finance Reporting

Letter of Determination received from Department of Education and Science.

Increase received in Travel and Subsistence – This budget has been overspent in recent years and increase will cover same.

Increase in Non-Pay allocation of 3.2% which is in line with increase in student numbers.

DES continue to allocate a cash grant which is less than approved spending limit and adds to our cash deficit each year. For 2018 the difference is €366,205.

Finance References/Circular Letters for noting or adoption:

None

Matters for Presentation at the Meeting:

1. **2016 V.15**
2. **2017 v.15**
3. **2018 Service**

OSD: Human Resources Operations and Process Report

Prepared by: Jayne Hogarty

Key points to note

The HR team is providing support to employees and managers as required in the following areas:

- ☐ Staffing Allocations, Utilisations and Manpower Planning
- ☐ Leave management systems and reporting/approvals/monitoring including sick leave, career breaks, job sharing and all protected leaves
- ☐ Recruitment Process, Planning and Systems
- ☐ HR Payroll, Benefits and Entitlements
- ☐ Pensions/Superannuation
- ☐ Department, KWETB Statistical Returns and Analysis
- ☐ HR Department Circular Compliance
- ☐ Garda Vetting

Staffing Allocations , Utilisation and Manpower Planning

Initial day school teacher allocation 2018/2019 , received 6th February, totaling **997.95 wholetime equivalents**, is below. Applications for increased projected enrolment and curricular concessions were forwarded to the Department.

2017/2018 allocation is currently 999.35 wholetime equivalents

Teacher Allocation 2018/2019	
Ex-Quota Posts:	
Principal	22
Deputy Principal	31.5
Additions to Quota	
Resource (May 1995)	1
Resource (Pre/2000)	3
Scoil Lan Gaeilge	2
Co-ed single catchment area	4.5
Leaving Certificat Applied	5.5
Small School	2
Language Support (EAL)	0.5
HSCCL	8
Special Education Needs	70.04
Junior Cycle Reform	17.63
Guidance Provision	29.89
Posts based on P.T.R.	
VPT (PLC)	73.53
Ordinary Enrolment	614.58
Additional JCSP (CL 44/00)	3.5

Chaplain	3
Concessions:	
Aonad	0
Appeals Committee	0
Special Needs Projected Enrol	0
Curricular Concession	0
JC reform additional	5
Programme Co-ordinator	4.24
Projected Enrolment	0
Special Education Needs	70.04
Special Unit	24.5
Behaviour Support	2
Substitution CL	0
Total	997.95

Final utilisation of 2016/2017 day school teacher allocation , including co-operation hours, was returned to Department in January 2017.

Secondments:

Ms Elizabeth Barry, teacher Confey College seconded to Dublin Diocesan Office with effect from 8th January 2018.

Resignations:

Norma Skehan, resigned with effect from 5th March 2018.

Retirements:

2018 planned retirements are listed below, more notifications are expected.

1. Kieran Clancy, teacher Confey College retired 31st December 2017
2. Mary MacKenna, teacher Athy College retired 7th January 2017
3. Una Scanlon, clerical officer in Head Office, retired 20th March 2018.
4. The following are retiring on 31st August 2018
5. Gearoid O Ciarain, Principal, Colaiste Raithin
6. Gerard Miller, Deputy Principl, St. Conleth's Community College
7. Brigid O'Hara, teacher Scoil Chonglais Baltinglass
8. Elizabeth Fowler, clerical officer BIFE
9. Christine McCann, teacher Bray Youthreach
10. Ann Burns, Resource Person, Blessington Youthreach
11. Teresa Igoe, Librarian BIFE
12. Eamonn Duggan, teacher Avondale Community College
13. Bernie Chambers, teacher Bray VTOS
14. Geraldine D'Arcy, teacher Confey
15. Bernie McDonnell, Assistant staff officer, Training office
16. Elizabeth Miller, teacher Leixlip VTOS
17. Ann Kilpatrick, teacher Athy VTOS

All 2018 appointments to date are below.

Appointments:

The following appointments have been made since 1 January 2018:

Caretaker Naas Community National School: Thomas Fennessy

Counsellor Psychologist Therapist Youthreach : Joe Lawlor,

Clerical officer: recommended for panel Kildare office

1. Geraldine Conroy
2. Siobhan Lennon
3. Frances Raymond
4. Margaret Keogh
5. Avril Connolly

Recommended for Clerical Officer Panel Wicklow office

1. Martin Waldron

Other Appointments:

1. Caretaker St. Kevins Community College, Dunlavin: William Kelly

2. Temporary Acting Director of Schools: Áine O'
Sullivan

Posts of Responsibility 2017/2018 (prior to issue of circular letter 0003/2018)

Appointments 2018

Permanent Assistant Principal	Barry Egan
Temporary Programme Coordinator	Orla Rowan
Temporary Director of Adult Education	Joy Coleman
St Farnan's Post Primary School Prosperous	Jo Bradshaw
Temporary Assistant Principal	
Maynooth Community College	Catherine O'Hagan
Permanent Assistant Principal	Donnacha Lloyd
Permanent Assistant Principal	
Confey Community College, Leixlip	Aisling Greene
Permanent Assistant Principal	Colette O'Byrne
Principal Permanent Assistant Principal	
Ard Scoil Rathiomghain, Rathangan	in appeal process
Permanent Assistant Principal	in appeal process
Principal Permanent Assistant Principal	in appeal process
Principal Permanent Assistant Principal	in appeal process
Principal Programme Coordinator	
Athy College, Athy	Shirley Doyle

Permanent Assistant Principal
Colaiste Lorcaín, Castledermot
Permanent Assistant Principal
**St. Kevin's Community College,
Dunlavin**
Temporary Assistant Principal
Temporary Assistant Principal
Colaiste Bhríde, Carnew
Permanent Assistant Principal
Colaiste Chraobh Abhann,
Kilcock Programme Coordinator

Brenda Sweeney

Margaret Spruhan

Maura Reid

Siobhan Barker Whelan

Elma Drummond

Ruairi Farrell

FET External Authenticators

Desmond Carolan
Geraldine Delaney
Attracta Diffley
Emer Liston
Marie McGowan
Paddy McNulty
Hilaryanne Mruphy
Andrew O'Riordan
Deirdre O'Flynn
Selena Osborne
Christian Steele
Frances Talbot
Garry Allen
Paul Doherty
Rita Holmes
Ann Marie Mahon
Catherine O'Connor
Sandra O'Keeffe
Geraldine O'Toole
Denis Rowan
Ashley Stephens
Lisa Walsh

The Appointments and Promotions listing for 2017 currently being compiled will be made available to all Board Members at the meeting on the 27th March.

Leave management:

Applications for teachers' jobs sharing (49) and career breaks (49) were processed recently. Successful applicants have until 14th April to withdraw from both schemes.

Processing of applications for teacher transfers (38) is ongoing.

Reporting and reviewing of sick leave is constant, currently approx 60 employees are on a sick leave watch list, with a number of employees on half pay or temporary rehabilitation rate (formerly pension rate) due to reaching maximum sick leave limits.

Recruitment:

The initial advertisement for 114 critical teaching posts for 2018/2019 is live from 21st March. Critical teaching posts are currently deemed to be Irish, French, German, Spanish, Home Economics, Guidance, Engineering and Metalwork. These are the posts we had difficulty filling last year. The closing date for applications is 5th April 2018. Interviews will be scheduled between 23rd April 8 and 11th May 2018.

HR is in the process of writing to all year 1 Pro Rata Contracted teachers notifying of end of contract and requirement for them to apply for advertised posts for year 2.

ETB members available to sit on interview boards should let Jayne Hogarty know as soon as possible.

The next teaching posts advertisement for schools and further education centres is planned for April 2018 with interviews to commence after 14th May with other FET posts being advertised in .

Posts of Responsibility: An appeal was received in relation to the appointments to 3 Assistant Principal posts and 1 Programme Coordinator post in Ard Scoil Rathiomghain, Rathangan. It is currently with ETBI who is the secretarial for the ETB appeal process. Board members to approve BOM members sit on boards if no ETB members available.

HR Payroll:

Human resources is the driver of payroll which is estimated at 81 million in the current year. A new online part time claims system was introduced for schools last September and will be introduced for FET this September. Restoration of FEMPI Act pay deductions for staff (other than teachers and sna's) on salary in excess of €100,000 is due on 1st April 2018. All staff had a 1% pay increase from 1st January 2018.

Pensions:

Changes to the compulsory retirement of ages of some public servants are expected this year. The Department of Education and Skills forwarded a note for Education sector employers and management authorities in relation to temporary arrangements relating to compulsory retirement age. KWETB is in the process of notifying those reaching compulsory retirement age this year.

The Public Service Single Pension Scheme notified of regional Workshops for ETB staff: Leaving Employment and Annual Administration Activities Training Workshops. A number of KWETB HR staff will attend.

Reporting:

Q4 2017 non-teaching quarterly survey (admins and maintenance) returned to Department in February 2017.

Garda Vetting:

In 2017 HR processed approx. 2,000 applications for garda vetting. The bulk of these were for students on further education and training courses. Garda vetting for teachers is administered by the Teaching Council and the teacher shares the vetting disclosure with KWETB.

Retrospective garda vetting of existing previously non vetted staff is ongoing and must be completed by 30 April 2018.

Policy:

ETBI, 26th January 2018, forwarded revised documents as follows:

1. Bullying Prevention Policy
2. Supporting Guidance Notes
3. Harassment/Sexual Harassment Prevention Policy
4. Supporting Guidance Notes

All documents attached.

ETBI, 6th February 2018, forwarded revised manuals for ETB internal use only to support the February 2018 Bullying and Harassment/Sexual Harassment Prevention Policies

References/Circular Letters for noting or adoption:

The Department of Education and Skills published the following HR related circular letters:

Application of measures in accordance with Public Service Stability Agreement 2018–2020 (Extension of Lansdowne Road Agreement) in respect of all Staff other than Teachers and

SNAs employed by ETBs – Option to revert to Pre-Haddington Road Agreement (HRA)
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0014_2018.pdf

Enrolment thresholds for Administrative Principal and Administrative Deputy Principal post in Primary schools for the 2018/19 school year
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0010_2018_appendix_b.pdf

Primary Staffing schedule tables for the 2018/19 school year
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0010_2018_appendix_a.pdf

Staffing arrangements in Primary Schools for the 2018/19 school year
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0010_2018.pdf

Approved Allocation of Teaching Posts 2018/19 School Year - Education And Training Boards
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0009_2018.pdf

Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism Spectrum Disorder)
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0006_2018.pdf

Graduate Certificate in the Education of Pupils on the Autism Spectrum (AS) for teachers working with Pupils on the AS in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools 2018/2019
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0005_2018.pdf

Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers– 2018/2019
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0004_2018.pdf

Leadership and Management In Post-Primary Schools
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0003_2018.pdf

Teacher fee refund scheme 2017
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0001_2018.pdf

Revision of Teachers Salaries with effect from 01 January 2018
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0083_2017.pdf



Kildare and Wicklow
Education and Training Board



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Matters for Presentation at Meeting:

Appendix 2

HR REPORT: APPOINTMENTS 2017:

Acting Chief Executive Officer: Rory O'Toole

Adult Education Guidance Counsellors: Shane Barrett Sheona Hyland

Adult Education Officer: Brenda Lynch

Adult Literacy Organiser: Roy Brennan

Acting Administrative Officer: Linda Wynne

Acting Deputy Principal Curragh: Leanne Coleman

Acting Deputy Principal Newbridge: Deirdre O'Loughlin

Acting Deputy Principal Prosperous: John Cleary

Acting Deputy Principal Pipers Hill Naas: Siobhan Dalton

Acting Director of Adult Education St. Conleth's Newbridge: Aine Monaghan

Acting Senior Staff Officer: Mary Kemmy

Acting Staff Officer: Sarah Hogarty

Caretaker:

Cleaner:

Clerical Officer:

Contracted Training Officer:

Deputy Principal BIFE:

Deputy Principal Colaiste Chill Mhantain:

Deputy Principal Colaiste Chill Mhantain:

Deputy Principal Glenart College Arklow:

Deputy Principal Ard Scoil Rathiomghain:

Deputy Principal Colasite Bhríde Carnew:

Deputy Principal Pipers Hill College Naas:

Deputy Principal Colaiste Lorcaín Castledermot:

Deputy Principal Confey College Leixlip:

Deputy Principal Maynooth Post Primary School:

Director of Organisation Support and Development:

HSCL Coordinator, Pipers Hill:

HSCL Coordinator, St. Kevin's CC, Dunlavin:

HSCL Coordinator, Avondale CC, Rathdrum:

Music Generation Tutors:

OEC Instructors: Sally Hinton

Martin McCormack

Ray Kelly

Pauline Fitzsimons

Celine Galligan

Jennifer Burns

Gary Roche

Nina Turner

Catherine Gleeson

Daniel Grehan

Sandra Ennis

Dympna Donohoe

John Ashe

Paddy McNulty

Laura Casey

Elaine Fitzgerald

Damien Cloney

Brid Keeley

Anna Gahan

Orla Harkin

Anna Wafer

Thomas McDonald0014

Philip Blythe

Joe Kelly

Niamh Doyle

Helen Whyte

Elizabeth Tobin

Margaret Hoban

Frankie Lane

Michelle Lemay

Elizabeth Mcninch

Clare Okeeffe

Gerard Gerry Keane

Josie Mcgee

James Mcbarron

Lorcan Tallon



Principal Scoil Chonglais Baltinglass:

Recruitment Officer:

School Completion Programme:

Senior Training Advisor:

Special Needs Assistants:

Staff Officer:

Teachers:



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Patricia Gurhy

John Mulcahy

Sean Mccabe

Aoife Murray

Emmet O'mahony

Denis O Sullivan

Niamh Carroll

Tracey Masterson

Orla Murphy

Thomas O Donoghue

Aileen O Sullivan

Nicola Sweeney

Ashling Lynch Eimear

Dempsey Sharon

Farrell

Bernadette Mcdonnell

Max Zaska

Derek McKenna

Diana McGeachin Sturgess

Lynda Woolmington

Christine Lowe

Miriam O Shea

Mary McGuinness

Leisa Garvey

Ann Donohoe

Julio Arroyo

Zowie Baldwin

Louise Bell

James Bergin

Teresa Bligh

Amy Boyd

Sarah Bolton

Jack Brosnan

Laura Byrne

Martin Byrne

Deirdre Cushen

Padraigin Caesar

Megan Carey

Jeanette Cameron

Aoife Connolly

Sarah Courtney

Sean Coady

Michael Costello

Nicole Coady

David Connell

Selina Nicholl

Ciara Cullen Oliver

Delaney Ciara

Devoy

Jason Dinneen

Christina Doyle

Eoin Doyle



Teachers (contd.): Maureen Doyle



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Sinead Duffy
Aideen Egan Dean
Farrell Rosalin
Fitzpatrick
Shauna Flynn
Patricia Flanagan
Thomas Fleming
Patricia Foley
Hazel Fogarty
Ana Garcia Saez
Mallory Gaffney
Niamh Gallagher
Maria Gilmartin
Karl Glynn Finnegan
Jennifer Glennon
Aoife Griffin
Amanda Gregor
Marian Grimes
Caroline Gunning
Christina Hayden
Eoin Houlihan
Sharon Hogan
Dara Hogan
John Joyce
Gillian Judge
Laura Kavanagh
Aoife Kehoe
Donnacha Kelleher
Rosemary Keegan
Aoife Kelly Wixted
Eoin Kirwan
Geraldine Lane
Peter Lawlor
Annie Lee
Emer Liston
Alan Loane
Fiona Lowry
Nuala Lynam
Donal Maddock
Mikaela Mahon
Fiona Mcguirke
Dearan Mcgrath
Johannah Mcdonald
Claire Mcmahon
Bridget Mccaul
Katie Meldrum
Kevin Meade
Katie Monahan
Shane Moloney
Jodie Morris



Teachers (contd.):



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Sinead Nifhlanagain
Deirdre Nidhubhghaill
Elizabeth O'brien
Joseph O'Brien
Claire O'connell
Donnchadha Oconnor
Declan Oleary
Grainne O Loughlin
Micheal O'maolchiarain
Elaine O'mahony
Philip O Sullivan
Jose Luis Penon
Niamh Potter
Sinead Purcell
Leo Quinn
Pearse Richardson
Patrick Scully
Sile Sheehy
Deirdre Shaw
Laura Sinnott
Deirdre Smullen
Daniel Staunton
Grace Stedman
Laura Thompson
Susan Troy
Brian Waters
Tara Walsh
Karin Walker
Sean Wogan
Shane Bolger
Siobhan Briggs
Cian Bradley
Eddie Brophy
Christopher Brennan
Catherine Butler
Rachel Burke
Andrea Byrne
Peter Cleere
Emma Jayne Corcoran
Sheila Conroy
Luke Conniffe
Grant Davidson Ford
Barry Donovan
Ciara Duffin
Kimberley Edwards
Rhiannon Hills
Noelle Hynes
Brid Kenny
Padraig Kirby
John Lavelle
Kevin Larkin



Teachers (contd.) Megan Lynch



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Clare Lysaght
Owen Marron
Sean Mackey
Paul Mcdonagh
Danny Mcgarvey
Karla Mcdonald
Sonya Mcqueen
Luke Mcgahren
Alma Meredith
Sarah Miley
Sonya Mongey
Anne Molloy
Kevin Murphy
Marie Murphy
Eoghan Mullen
David Murray
Niamh Myers
Chris Mcnairney
Aoife Ni Cheilachair
Sorcha Ni Chleirigh
Marie Monica Ni Ghiobuin
Emma O Brien
Deirdre O Crowley
Laura O Connell
Christine O Connor
Nicholas O'donnell
Pierce O Donnell
Steven O Maolruanaidh
Kelly O'Neill
Ciara O'Toole
Lorcan O'Toole
Dean O'Toole
Siobhan Philbin
Michaela Piare
Sinead Prendiville
Mary Claire Redmond
John Redmond
Caitlin Ring
Willie Rochford
Noel Ryan
Laura Sheridan
Nicole Sinnott Doyle
Karen Spillane
Sean Stoll
Brenda Thomas
Elizabeth Treacy
Barry Upton
Kimberley Wright
Orla McGee

Training Standards Officer:



Tutors: Diarmaid O Murchu



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Monica Torras
Jonathan McNulty
Kate Bullman
Diana Mcgeachin Sturgess
Lynda Woolmington
Christine Lowe
Miriam O'Shea
Bryan Higgins
Eleanor O'Neill
Fedelma Martin
Andrea Paul
Patrick Lalor
Michelle Clarke
Mary Paton
Paul Coleman
Rachel Fagan
Ruth Lett
Sheile (Sile) Mcgivern
Annastasia Stella Mcauliffe
Eoin Moore
Arwen Sheridan
Mary Taylor
Lidwien Van Elk
Siobhan Bannister
Sharon Wells
Miriam Ni Chorcorain
Linda Levingstone
Jessica Harris
Antoinette Kavanagh
Michael O'Brien
Michael Cully
Eric Donovan
Michelle Murray
Caroline Brennan
Fiona French
Christina O'Brien
Finola Dunne
Olivia Donegan
Susan Welburn
Niamh Mccall
Fionnuala Coffey
Mary Heavey Flanagan
Brian Fogarty
Marian Malone
Donna O Donnell
Grainne Quinn
Patricia Creery
Michael Connolly
Colette Mullen
Robert Carney



Tutors (contd.):

Youth Officer:

Youthreach Resource Persons:

Anthony O Brien

Mary Kavanagh

Lorraine Flynn

Emma Deegan

Sarah Anne Connolly Alan

Sweeney

Appendix 3

**Schools
Report**

**KWETB
Board
Meeting
Report
March 2018**

Report prepared by:

Áine O' Sullivan: Acting Director of Schools

March 2018

Director of Schools Summary Report

Key matters arising that are addressed within the School Report are:

1. **Policy:** School closures due to extreme adverse weather reference (CL 9/2017)
2. **Policy:** New Circular Letter regarding the provision of religious education in ETB Post Primary Schools (13/2018)
3. **Policy:** Child Protection Compliance (CL 81/2017) Report and proposal for ETB Board Overarching Child Protection Statement.
4. **Policy:** Process for nomination of members to the KWETB School Boards of Management
5. **Policy:** Implementation of Consultation for New Leadership and Management model in Schools (CL 3/2018)
6. **Policy:** Director of Schools Forum in ETBI – 21st March 2018
7. **Operational:** Revised model of financial allocations to KWETB post primary schools
8. **Operational:** KWETB Principals Network Meeting 13th March – key matters
9. **Operational** Analysis of Section 29 Appeals in KWETB Aug 1st 2017 - to March 9th 2018
10. **Operational** Building Matters: Colaiste Raithin, Greystones CNS, Naas Community College.
11. **Operational:** Information Technology Security.
12. **Other:** Upcoming Principals / Deputy Retirements
13. **Other:** Nomination of Staff Member to BOM in Community School (EGS)

Policy Matters	Date: Mar 18
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1. Weather and School Closures:

All KWETB schools were closed on the 1st and 2nd of March with some schools closed up to Tuesday the 6th. A note of thanks must be recorded to KWETB School Principals and Deputies, The Defence Forces, Kildare and Wicklow County Councils for all their hardwork to ensure that our schools were back open, with safe access, in the shortest possible time.

As a consequence of the closures all KWETB schools have been required to put measures in place to ensure that the curriculum delivery, teaching and learning are not adversely affected for students.

Appendix B of Circular Letter 9/2017 covers Guidance for schools in relation to making up for lost time due to unforeseen closures. All KWETB schools are working to ensure that some of the measures outlined are adopted locally. See https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0009_2017.pdf

2. Religious Instruction in Post Primary Schools

Circular Letter 13/2018 was issued titled: **Religious instruction and worship in certain second level schools in the context of Article 44.2.4 of the Constitution of Ireland and Section 30 of the Education Act 1998.**

This Circular Letter is applicable to all KWETB Post Primary Schools including designated community colleges. The CL states that due to the changing context in Ireland regarding religious beliefs that the constitutional right not to attend religious instruction must be given effect through changed practices in schools. The key change is that those who do not want instruction in line with the requirements of any particular religion must be timetabled for alternative tuition throughout the school year. Schools must proactively establish the wishes of parents in relation to opting out of religious worship or instruction

pupil is over 18 establish the pupil's wishes. Alternative subjects and options must be available to pupils.

Top Considerations:

- a. KWETB need to establish the status of Circulars issued in the 1970s requiring all VEC schools to provide a minimum of 2 hours religion education to all students. It is important to note that this provision of 2 hours is not faith formation.

This is point of clarification required by all ETBs and KWETB have lodged a query with ETBI on this matter. We are awaiting Department direction.

- b. Timetabling for school year 18/19 is suspended pending clarifications.
- c. KWETB need to ensure where options for Religious Education drop that suitable alternative work can be arranged for teachers of religious instruction.

See https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0013_2018.pdf

This matters is up for review and discussion at Director of Schools Forum on the 21st March

3. Child Protection and Compliance with CL 81/2017 and Child First Act, 2015 KWETB are required to have a child safeguarding statement and risk assessment for child protection conducted in all schools and centres of education where young people are accessing services. This requirement was obliged to be met by the 11th March 2018. KWETB can confirm that all our schools are compliant. See Audit following:

Child Protection- Children First Act, 2015

	School	Risk Assessment	Child Safeguarding Statement (CSS)
1	Ard Scoil Rath Iomgháin	yes	yes
2	Athy College	yes	yes

3	Avondale CC	yes	yes
4	Blessington CC	yes	yes
5	BIFE	yes	yes
6	Col Bhríde, Carnew	Yes	yes
7	Col Chill Mhantáin	yes	yes
8	Col Chraobh Abhann	yes	yes
9	Col Lorcáin	yes	yes
10	Col Ráithín, Bray	yes	yes
11	Confey College	yes	yes
12	Curragh PP	yes	yes
13	Gaelcholáiste Na Mara	yes	yes
14	Glenart College	yes	yes
15	Maynooth CC	yes	yes
16	Maynooth PPS	yes	yes
17	Naas Comm Coll	yes	yes
18	Piper's Hill Coll	yes	yes
19	Scoil Chonglais	yes	yes
20	St Conleth's CC	yes	yes
21	St Farnan's CC	yes	yes
22	St Kevin's CC	yes	yes

Audit KWETB Community National Schools

	School	Risk Assessment	Child Safeguarding Statement (CSS)
1	Naas Community National School	yes	Yes
2	Greystones Community National School	yes	yes
1.	Outdoor Education Centre	Yes	Yes

Reference: Thanks to Mary Kenny for supporting and auditing

All are schools are currently engaged in Mandated persons training and Designated Liaison and Deputy Designated Liaison training in accordance with requirements.

The guidance includes significantly enhanced oversight arrangements that require child protection to be a standard agenda item for all Board of Management meetings.

We consider our commitment to Child Protection to be one of our highest responsibilities and propose that Board also adopt an overarching risk assessment and statement regarding our collective KWETBs, commitment to Child Protection if agreed this can be prepared in conjunction with FET and Schools for meeting in May.

See https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0081_2017.pdf

5. Process that has been engaged by KWETB for the nomination of Members to School Boards of Management:

Point of clarification:

The process outlined following are the steps followed when nominating members of KWETB Board to school boards of management.

- I. As secretary to the Board of Management, the school principal will notify the Director of Schools when/if a KWETB nominee to the Board of Management is required.
- II. The Director of Schools will ask for the matter to be included as an agenda item for a forthcoming meeting of the KWETB.
- III. If a member of the KWETB is unavailable to serve as a member of the Board of Management for the school, the Board of KWETB may request that the Board of Management seek suitable nominees from the community.
- IV. The school principal/Secretary to the Board of Management and a KWETB member serving on the Board of Management will satisfy themselves as to the suitability of the proposed nominee.
- V. The KWETB member serving on the Board of Management will propose the new nominee to the KWETB at a meeting of the Board.
- VI. All nominations will be required to be formally proposal, seconded and written into the record of the board meeting.

• Leadership and Management in Post Primary Schools:

KWETB schools are actively engaging in the consultation process for the new leadership model in schools. This is a fundamental change in the culture and practice of middle management and leadership in our schools. KWETB is committed to a consistency of approach to the implementation of the new model across all our schools and the Principal Steering Group is supporting other principals in the application. Overall KWETB will be promoting over circa 80 staff members over the 2017/18 and 2018/19 school year.

The Board of managements will have role in approval and the agreement the priority areas of responsibility under the four key domains identified.

Domain 1: Leading Teaching and Learning

Domain 2: Managing the Organisation

Domain 3: Leading School Development

Domain 4: Developing Leadership Capacity

https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0003_2018.pdf

6. Director of Schools Meeting in ETBI on the 21st March 2018

Key matters of interest that will be addressed at this forum:

- Compliance with Child First Act 2015 and matters arising
- Religion in Schools CL 13/18
- Continuous Professional Development
- Continuous Professional Development for leadership roles in schools AP1 AndAP2

References/Circular Letters for noting:

Circular Letters:

CL 9/2017

CL 13/2018

CL 81/2017

CL 3/2018

Matters for Presentation at Meeting:

N/A

School Operational Matters	Date: Mar 18
Key points to note	
<p>7. Revised Model of Financial Allocations to Schools</p> <p>A revised model to calculate financial allocations to schools is now in use following consultation with principals, finance and CE.</p> <p>The new model is to bring more transparency, accountability, local planning and control on school spending models. All finances will be analysed, as is, on a monthly basis. The new 'Ordinary Non Pay' ONP monies are based on fixed cost and a per capita allowance. Increase in SSSF per capita, reintroduction of Development Grant – shared funding for special projects.</p> <p>The new system will be continuously reviewed on a monthly basis and all schools will be held to account, to manage budgets and to comply with procurement, coding and financial operational requirements.</p> <p>8. Principal Network Meeting held on the 13th March 2018</p> <p>all items listed above were key topics of review in addition</p> <ul style="list-style-type: none"> - Working group established with HR to examine possibility of devolved recruitment for 2018/19 - Recruitment for Post Primary Teaching commenced concerning critical vacancies. - Steering Group to give more consideration to the consultation 	

process on PORs AP1 and AP2

- Training and implementation Child Protection Requirements

9. Section 29 Report:

Section 29 Appeals to KWETB for the period: August 1st 2017 to March 9th, 2018

Section 29 Appeals to KWETB for the period: August 1 st 2017 to March 9 th , 2018						
Category	No of Section 29 Appeals	Hearing: Pending	Upheld	Not Upheld	Facilitation	Resolved Through Facilitation
Refusal To Enrol	31	1	3	22	4	1
Expulsion	4	2	0	2		
Suspension	1			1		
Transfer	2	2				
Totals	38	5	3	25	4	1

KWETB Section 29 Appeals to the DES for the period: August 1 st 2017 to March 9 th , 2018				
Category	Appeal to DES	Outcome: Pending	Outcome: Upheld	Outcome: Not Upheld
Refusal to Enrol	1	1		
Expulsion	2 (1 withdrawn prior to Hearing)			1
Suspension	0			
Totals	3	1	0	1

10. School Buildings – Specific Matters

Colaiste Raithin - The matter is still in negotiation at a very high level with DIF, KWETB is receiving updates on a regular basis. These updates are

being sent out to the School, BOM and KWETB Board Chair. KWETB are meeting with the Principal week b/g 19th March to review planning and arrangements in the school.

Naas CC: Press Release: - Has reached the 'pre-qualifying of potential contractors' stage of the building project for Naas Community College. This means that KWETB can move to pre-qualify contractors for the building project. This will ultimately speed up the tendering process for the selecting the building contractor. The school will cater for more than 1,000 students on opening,

St. Conleths CC: Building works recommenced on the 12th March 2018. It is anticipated that the school extension will be ready for the September 2018 opening.

Confey College Astro Turf:

The pitch was destroyed and contaminated by a river bursting its banks. IPB Assessor has been in and IPB will cover the cost of a replacement pitch. Works are due to commence in the next few weeks.

11. ICT Security:

Summary report on ICT system security received 12 March. Programme of investment required to ensure fitness for purpose and compliance. Internal audit unit also conducting an ICT audit, report yet to be received. Based on audits of other ETBs, together with our own assessment, our systems will likely be deemed to require significant upgrading, training, and policy development.

Other Matters:

Retirements Notice for August 31st 2018 acknowledgements will issue to both for their long service and dedication in time.

Gerry Miller Deputy Principal St. Conleths
Gearoid O' Ciarain Principal Colaiste Raithin

East Glendalough School (EGS) in Wicklow Town – Approval of a staff member to sit on Board of Management.

End of Report:

Finance for noting or adoption:

References/Circular Letters

N/A

Matters for Presentation at the Meeting:

N/A

Appendix 4

**Further
Education
and
Training
Report**

**KWETB Board
Meeting
Report March
2018**

Report prepared by:

FET Division

Report for ETB Meeting 27th March, 2018

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Finance and Funding

- The FET team are currently reviewing provision for 2018. SOLAS have allocated an indicative budget of 28.1m for 2018 which is 1m less than 2017. Extra funding has been profiled for the Refugee Resettlement Programme, new Level 5 provision in unemployment Blackspot areas, the Skills for Work programme and new Apprenticeships & Traineeships.
- KWETB have commenced a 3-year Strategic Performance Agreement process with SOLAS which will reflect the FET ambitions, strategies and plans for KWETB, together with how we will contribute to national targets including the following;
 - 10,000 more learners will secure employment from provision, which primarily services the Labour Market
 - 10% more learners will progress to other further of higher education courses
 - 10% increase in the rate of certification on courses primarily focused on transversal skill development
 - 10% increase in adults engaging in lifelong learning interventions
 - An average increase of 10,000 learners per annum securing relevant qualifications in sectors where skill needs exist
 - 30,500 new apprentice and trainee registrations in the period 2017 to 2019.
- Reductions in funding will relate in the main to programme areas for people who are unemployed and where there is a natural fall in demand due to the current economic climate.

Children First Act 2015 – Child Safeguarding Statements

To ensure compliance with the March 11th deadline for the Child Safeguarding Statement and Risk Assessment, Training Services are compliant. Training has taken place for staff and they have completed the online training. Child Safeguarding Statements and Risk Assessments for each Centre are in place including the Community Training Centre (CTC), RACE and the Outdoor Education and Training Centre.

To ensure compliance with the March 11th deadline, FE centres are compliant. Youthreach coordinators, Music Generation staff and Youth Officers engaged in training and support to complete their Risk Assessment and the Child Safeguarding Statement for their centres.

FE coordinators in centres where the student cohort are predominantly aged over 18 are beginning their training and the development of their Child Safeguarding Statement and Risk Assessment to ensure full compliance in the eventuality that a student aged under 18 engages in their programme.

Programme and Project Updates

Training Services

- The 2018 plan will include training opportunities for unemployed people and upskilling for employees in 2018.
- New Traineeships are in development for both Kildare and Wicklow.
- Evening Training will be introduced in Wicklow and Celbridge.
- Blended online ICT courses will be introduced in Naas.
- The Commis Chef Apprenticeship programme commencing on April 16th in Marine House; KWETB plans to start recruiting in Kildare and for another programme in Wicklow by end of 2018.
- KWETB involved in the *Taste of Wicklow* in conjunction with Wicklow Chamber of Commerce
- A new Entrepreneurial programme integrating the community, unemployed people and Specialist Training Providers e.g. NLN Bray is being developed.
- The Training team are collaborating with Limerick Clare ETB to develop a Hairdressing Apprenticeship.
- The Training team held a Training Career Guidance Day on 27th February 2018.
- The Training team hosted a visit from Principals from Wurzburg, Germany on 15th March in Marine House.
- The KWETB Training Brand is becoming known; we have many of videos on social media, and will require a specific training page on the KWETB website where students, internal staff, stakeholders can easily access up to date information on new initiatives.
- A number of Local Training Initiatives (LTIs) will be closed in 2018 as they no longer meet the training needs of the community. Redundancy payments for projects will be made.

North Kildare Further Education and Training Centre

Expressions of interest were sought from property owners in North Co Kildare for the procurement and development of a FET Centre of education and training to relocate VTOS and Youthreach programmes. One submission only was received and is currently being assessed for suitability for the VTOS programme. KWETB will advertise again for expressions of interest for a Youthreach centre in Maynooth or Leixlip. This is a priority for 2018.

Refugee Resettlement Programme

Families continue to be relocated from Greece and Lebanon to the Hazel Hotel Emergency Reception Orientation Centre (EROC) and are accommodated in KWETB's Transitional Primary School Programme, KildareTown Education Together School, St Pauls Secondary School and the Adult Orientation and Language Programme. Most families reside in the EROC for up to 6 months before being resettled in their new communities (Donegal, Sligo and Wexford in 2017). But 5 families currently remain in the hotel that arrived in May 2017. It is hoped that most of these families will be resettled in Wexford before the end of March. Families who arrived in Autumn 2017 are being resettled in Co Monaghan.

Defence Forces Recognition of Prior Learning Project

The KWETB FET section, in conjunction with QQI, has embarked on a Recognition of Prior Learning (RPL) project with the Defence Forces Training Centre Headquarters at the Curragh Camp. The project involves working with army personnel from a range of ranks to recognise formal and informal learning, including Defence Forces certification achieved during their career, of army personnel based in the Curragh Camp. This project has been in development for approximately a year with a pilot in Donegal ETB completed in 2017 and is now being delivered in 10 ETBs and 11 Army and Air Corp barracks across the country. The KWETB programme is being delivered through the Adult Basic Education and the Adult Guidance services in South Co Kildare.

Skills for Work

KWETB's Skills for Work programme was well represented at the ETBI FET Conference. Eamonn Redmond, Operations Manager from Lily O'Brien's in Newbridge presented to the conference his experiences of working with KWETB in the upskilling and development of staff working in their factory in Newbridge. KWETB's Skills for Work programme have been successfully providing language, communications, team leading and development training to Lily O'Brien's operatives and team leaders over the last two years.

Quality and Qualifications Ireland (QQI)

KWETB completed and submitted its Executive Self Evaluation Report and Quality Improvement Plan to QQI at the end of January 2018 as part of the requirements of the re-engagement process with QQI. A single item agenda meeting was held on the 5th January 2018 in QQI to discuss the report. Implementation is on-going with the Quality Improvement Plan providing the road map for development.

External Authenticators act as external examiners in FET and an additional panel of EAs was recently recruited by KWETB. Training was provided by KWETB and the Further Education Support Service (FESS) on the 8th March in line with quality standards requirements. KWETB continues to offer certification for learners on six occasions throughout the year.

Research Publications

A number of research reports and guidelines with a focus on Adult Literacy have recently been issued by SOLAS and ETBI including:

- Initial and On-going Assessment of Adult Literacy and Numeracy at NFQ Levels 1-3;
- Integrating Literacy and Numeracy in Further Education and Training; and
- Guidelines on the Inclusion of People with Intellectual Disabilities in Adult Literacy

Services. Copies of all of the reports are available on the ETBI and SOLAS websites.

Kildare and Wicklow Education and Training Board was a major contributor to the development of each of these publications; specific case studies regarding FET provision in

KWETB are included in the SOLAS report on Integrating Literacy and Numeracy in Further Education and Training.

European Social Fund (ESF) Reporting and eCohesion

Preparation is ongoing for the collation of non-financial indicator data regarding participants on programmes funded under the EU ESF Programme for Employment, Inclusion and Learning (PEIL) 2014-2018. These programmes include Adult Literacy, Back to Education Initiative (BTEI), Youthreach, Community Training Centre (CTC), Bridging and Foundation, Specific Skills Training and Traineeships. Reports will be drawn from the Programme and Learner Support System (PLSS) for all programmes for 2017, from Salespulse (Adult Literacy, BTEI and Youthreach) and Client Services System (CTC, Bridging and Foundation, Specific Skills Training and Traineeships).

Healthy Ireland

A successful application was made by Alison Fox, Youth Officer, and Brenda Lynch, AEO, to the Wicklow Local Community Development Committee (LCDC) for funding for a Healthy Ireland project. There are two strands to the project:

- Healthy Ireland Weeks to be held across Further Education and Training Centres in March 2018 including Bray Youthreach, Wicklow FETC, Arklow FETC, Blessington FETC and Shelton Abbey Open Prison Education Centre. The focus of these weeks is on health promoting activities for students and staff in all centres;
- Delivery of Well Now a ten-week wellness programme for adults with literacy issues in five centres across Wicklow including Bray Adult Learning Centre, Wicklow FETC, Arklow FETC, Blessington FETC and Baltinglass FETC.

It is hoped that follow-up applications will be made for further funding in Kildare and Wicklow in the next tranche of Healthy Ireland Funding commencing in April.

2017 Reporting to SOLAS

End of Year reporting to SOLAS was completed on the online FARR (Funding Allocation Request and Reporting) system. The following were the key beneficiary inputs reported by programme:

Programme Name	Jan-May Total	Jun-Sept Total	Oct-Dec Total	Total
Apprenticeship Training	52	26	22	100
Bridging and Foundation Training	20	66	0	86
Community Training Centres	71	0	33	104
Local Training Initiatives	147	237	27	411
PLC	1037	1413	0	2450
Specialist Training Providers	146	34	0	180
Specific Skills Training	240	233	120	593
Traineeship Training	52	58	11	121

VTOS Core	454	496	13	963
Youthreach	239	193	29	461
Full-time Total	2458	2756	255	5469
Adult Literacy Groups	993	609	399	2001
BTEI Groups	1401	885	541	2827
Community Education	678	288	509	1475
ESOL	527	261	59	847
FET Cooperation Hours	705	498	841	2044
ITABE	33	74	17	124
Refugee Resettlement	43	23	41	107
Skills for Work	158	16	46	220
Voluntary Literacy Tuition	66	25	63	154
Part-time Total	4604	2679	2516	9799
Overall Total	7062	5435	2771	15268

End of Year Statistical Reports have also been submitted for the Further Education programmes. This is the final time these reports will be submitted; from 2018 on, these statistical returns will be submitted through the National Learner Database (NLDB) which is part of the Programme and Learner Support System (PLSS.)

Resource Matters

A lack of resources is very evident, in particular, in relation to the targets set out by SOLAS to be delivered by Training Services. The introduction of Moodle for Training Services is also required without the proper resources. In addition, KWETB are awaiting sanction for QA resources which are available in all other ETBs. The changes in the Programme Learner Support systems and the reporting mechanisms for ESE and eCohesion are challenging for FET.