

Minutes of the Board Meeting of KWETB

Held on 24 March 2020

10am

Online

Present: Cllr. Bernard Caldwell, Cllr. Íde Cussen, Cllr. Kevin Duffy, Cllr. Angela Feeney, Cllr. Daragh Fitzpatrick, Cllr. Tom Fortune, Cllr. Patsy Glennon, Cllr. Peter Hamilton, Mr. Stephen Horan, Mr. Noel Merrick, Alice O'Donnell, Mr. David O'Gorman, Ms. Deirdre O'Donovan, Cllr. Evie Sammon, Cllr. Lourda Scott, Cllr. Paul O'Brien.

Also present: Dr. Deirdre Keyes Chief Executive, Joe Kelly Director of OSD, Rory O'Toole Director of Schools, Ken Seery Director of FET, Catherine Doran Head of Finance, Emer Roy Head of Corporate Services, Bridget Daly Lynam Corporate Services, Áine Murphy Governance and Compliance Officer

Apologies: Cllr. Anne Ferris, Caoimhe Molloy

Chairperson, Cllr. Daragh Fitzpatrick presided at the meeting.

Introduction

The Chair opened the meeting and outlined how the meeting will proceed. In the context of recent announcements by An Taoiseach and in line with advices from the HSE, KWETB is cognisant to take all measures to ensure that public, staff and student health and safety are a priority. This includes reducing the scale of social interaction. Therefore, it was necessary to facilitate the Board meeting online.

The Chair thanked board members and KWETB staff for their co-operation. The Chair then proceeded to do a roll call of those present for the record.

Conflict of Interest

No conflicts of interest were declared.

Standing Order Amendment

An amendment to the Standing Orders was required to allow for Board business be conducted online. The following amendment was requested;

'Given the extenuating circumstances that COVID – 19 presents the Board agree to allow members to attend the Board meeting on 24TH March 2020 virtually. Board business will be conducted online in the event of an exceptional circumstance, such as COVID – 19. Any Board Member attending a Board meeting in this manner shall be deemed to be present at the meeting and shall be entitled to vote and be counted in a quorum accordingly. A record of attendance and conflict of interest will be created on the day and included in the minutes for ratification of the Board at the next Board meeting. This amendment will be further developed at a later date.'

This amendment was proposed by Stephen Horan, seconded by Kevin Duffy and agreed. The Standing Order was duly amended to allow for the business of the board meeting be conducted online.

Members of the board expressed their desire to have the Standing Orders amended on a permanent basis to allow for remote dial in by members where possible. It was agreed that a discussion and decision on such an amendment would take place at a later date.

Report of the Finance Committee

Board member and Chair of the Finance Committee Noel Merrick appraised the Board of the Finance Committee's recommendation.

Finance Committee met on Thursday, 19th March 2020.

Deirdre Keyes, Chief Executive, Joe Kelly, Catherine Doran, Linda Wynne and Áine Murphy also attended and assisted the committee.

The business of the meeting was confined to the Draft Financial Statements for the year ended 31st December 2019.

Catherine Doran, Head of Finance, presented the Draft Financial Statements to the Committee.

1. Finance Committee, based on the information available to it, accepts that the Financial Statements properly present the income and expenditure of the Board for 2019 and the state of affairs of KWETB.
2. Therefore, the committee recommends that the Board of KWETB adopt and approve the Financial Statements for the year ending 31st December 2019.
3. As part of the process of reviewing the Financial Statements, the Finance Committee carried out the following activities:
 - i. It reviewed the summary report of the Audit and Risk Committee to the Board to ascertain that KWETB has an adequate System of Internal Control in place. The report of the ARC was submitted to the Finance Committee and it confirmed that KWETB has, in the committee's opinion, an adequate system of internal control.
 - ii. The Chair of Finance Committee reported on a discussion with the Chair of the ARC on Wednesday, 18th March, regarding the opinion of the ARC and the Chair of the ARC confirmed this opinion to the Chair of the Finance Committee.
 - iii. Finance Committee considered in detail the Statement of Internal Control (SIC) and Letter of Representation, to determine if they are comprehensive, meaningful and consistent with its knowledge of KWETB. The Finance Committee recommends the SIC to the Board for adoption and the signing of the SIC by the Chair of the Board of KWETB.
 - iv. Further assurances were received from the Chief Executive where appropriate.

4. Thanks

The members of Finance Committee wish to thank Ms Deirdre Keyes, Ms Catherine Doran and Ms Linda Wynne and all the KWETB officers for their assistance to the committee.

Annual Financial Statements and associated documents

Head of Finance KWETB Catherine Doran, presented the Draft Annual Financial Statements 2019 to the Board. The Board were presented with;

- 1) Draft Annual Financial Statements
- 2) Statement of Internal Control
- 3) Letter of Representation to C&AG

The Board were briefed as to the purpose of each of the documents. Both the SIC and Letter of Representation are template documents from the C&AG and the DES. It was clarified that an annual review of internal controls and other mechanisms within KWETB identify any items prudent to declare in both documents.

Ms. Doran clarified any queries members raised including; the contributions from parents, FOI fees, funders breakdown and how non-compliant procurement was determined.

It was clarified that the figure for non-compliant procurement declared relates to aggregate expenditure across KWETB.

The AFS had already been comprehensively reviewed by the Audit and Risk Committee and the Finance Committee, whom both recommend the approval of the signing of the SIC and AFS.

The Board approved the signing of the Statement of Internal Control as proposed by Peter Hamilton, seconded by Angela Feeney and agreed.

The Board approved the Annual Financial Statements for submission as proposed by Noel Merrick, seconded by Patsy Glennon and agreed.


The Chair expressed this thanks to the members of the Board who attended remotely.

The CE expressed her thanks to the members of the Board who attended remotely and provided reassurance to the Board as to the crisis management planning which is ongoing for KWETB. Teaching and learning is continuing remotely and we are continuing to monitor the evolving situation. OSD are continuing to support staff working remotely to ensure business continuity while being mindful of health and safety and public health requirements at this time.

It was noted by the Chair and the CE that a meeting concerning school places in CCA will take place immediately following the board meeting with members of the Board who are also members of the local Board of Management.

The Board expressed their gratitude to management and staff of KWETB for their hard work and flexibility during this trying time and extended congratulations to the Finance team and all staff on completion and timely submission of the accounts.

The meeting then concluded.

Signed:  Date: 1/06/2020
(Chairperson)