



KWETB Board Meeting
Minutes of the Board of KWETB held on Tuesday 06th July 2021 at 10.30a.m.
Online Meeting through MS Teams.

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

Chairperson, Cllr. Daragh Fitzpatrick resided at the meeting.

Introduction

Once the required quorum was confirmed the Chair reminded the Board that there were members of the public at the meeting and to be conscious of GDPR and the agreed conduct and confidentiality standards. The Board were also reminded to mute microphones when not speaking to alleviate audio feedback.



Minute ETB 01-07-21

No. 1 Conflicts of Interest/Disclosure of Interests

The Board were reminded if there is a conflict with any items on the agenda, they should not influence, or seek to influence, a decision in relation to the matter. Board members declared no conflicts of interest.

Minute ETB 02-07-21

No. 2 Apologies, Sympathies & Congratulations

Apologies were received from Cllr. Íde Cussen and Cllr. Patsy Glennon.

The Board offered condolences on the passing of Paddy Maher. Paddy was a very highly regarded teacher in Abbey Community College Wicklow Town and a founding teacher in Gael Colaiste na Mara, Arklow. He served on the Board of Wicklow VEC and the first joint board of KWETB. Cllr Tom Fortune also spoke to offer condolences.

The Board held a minutes silence in his honour.

Minute ETB 03-07-21

No. 3 Adopting the Minutes of previous meetings

3.1 Minutes of Board meeting 25th May 2021.

Proposed: Cllr. Angela Feeney

Seconded: Mr Stephen Horan

And Agreed

Minute ETB 04-07-2021

No. 4 Matters Arising from the Minutes

No matters arising from the minutes of the previous meeting were presented.

Minute ETB 05-07-2021

No. 5 Chief Executive's Business

The CE commended staff and the ETB for the academic year passed with challenges of opening and reopening, running the Leaving Cert amidst Covid-19 for the second time, and adapting and continuing FET services. It was confirmed all schools passed their inspections in light of extra requirements due to Covid-19 and FET services continued to provide for existing and new services and programmes, persistently responding to the needs of the communities. All FET assessments were completed which run 6 times in the year. The Board were informed of the FET Fest, the CPD event ran by KWETB FET services which hosted over 1,000 attendees and was a great success. The CE also paid tribute to staff who contributed to Youth Services and the grants disseminated via this service to provide support on the ground for communities.



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The Leadership and Management of the ETB were acknowledged for their hard work in supporting staff throughout the year.

The CE noted that the Statement of Strategy (SOS) is continually progressing and as planned a 6 month report shall come before the Board in September. The Board were informed the first phase of the Shared Services project has consisted of a lot of work and thanked all staff involved. The CE advised the Board the second round of GDPR training is being rolled out and they shall be offered a half hour tailored training session prior to their meeting on 28th September.

Work from home remains the working arrangements and the ETB shall plan to move back to offices once further guidance is offered in line with Government policy. The DoE have given approval in principle to look for new premises to lease for the Naas head office.

The Board were informed the CE, Director of FET, the Chair and Vice-Chair met with the Minister and delegates of DFHERIS regarding BIFE and discussed the national vision for FET, the opportunities and the co-location project at BIFE. The DoE are looking for an alternative site for the Educate Together School. The CE invited the Vice-Chair to brief the Board on the meeting as a member of the BoM at BIFE. Cllr. Fortune gave an overview of the constructive meeting discussing planning for the future, the required development of the BIFE campus and current challenges of facilities were highlighted to the Minister for DFHERIS. BIFE is in a prime position for this college of the future but it is a competitive environment and although awaiting publication of what the 'College of the Future' shall look like and entail, the Minister advised the ETB to prioritise a plan for BIFE redevelopment to enhance its position to facilitate the placement of a College of the Future. It was clarified the Minister recommended the ETB to plan as if the co-location were removed from the equation and talks are ongoing regarding relocation of the Educate Together school. The Director of FET advised the Executive have commissioned a paper on development via the NDP (National Development Plan) in which 3 areas were identified. BIFE was identified as one area, outlining possibilities such as shared and inclusive campus approaches, outreach programmes facilitation and enabling numerous FET services on site. SOLAS direction is awaited regarding the details of the 'College of the Future' and what services and programmes it shall encompass. The opportunity for inclusion of the training in relation to the new wind farm being built in close proximity to BIFE is another important factor. Another paper has been commissioned to advise on how to put the ETB in a position to compete strongly in these competitions. The Board were responsive and supportive to this vision and initiative. The Board agreed pressure should be kept on and to seek clarification again regarding the BIFE development from the Department of Education. The CE agreed to do this on their behalf.



Minute ETB 06-07-2021

No. 6 Matters for approval, noting or adoption

6.1. Adoption

No items for adoption on today's agenda.

6.2 Approval

6.2.a KWETB Service Plan 2021 Clarifications

Service Plan

Clarifications as requested by the Department of Education (DoE) in the Service plan were presented to the Board in table format in their agenda documents. The Chair sought approval for the clarifications.

Proposed by: Cllr. Tom Fortune

Seconded: Ms Alice O'Donnell

And Agreed

6.2.b. The Chairpersons Comprehensive Report 2020 Clarifications

The Chair explained the clarifications as requested by the DoE to the document and sought approval.

Proposed by: Cllr. Peter Hamilton

Seconded: Mr Noel Merrick

And Agreed

6.2.c. Delegates to attend ETBI Conference September 2021 subject to date confirmed

The annual ETBI Conference to take place in September 2021 has not yet confirmed dates, as the KWETB Board meeting is the 28th September approval for attendance and voting members is being sought in advance subject to their availability once the date is announced.

The Board agreed all members shall be approved to attend should they wish. The following members were nominated and agreed as the 5 voting members with 2 in reserve.

1. Cllr. Angela Feeney
2. Cllr. Daragh Fitzpatrick
3. Cllr. Tom Fortune
4. Mr Stephen Horan
5. Ms Deirdre O'Donovan

Reserve voting members:

1. Mr David O'Gorman
2. Cllr. Kevin Duffy

Proposed by: Cllr. Peter Hamilton

Seconded by: Cllr. Daragh Fitzpatrick

And agreed.



6.2.d. FET Leases; Approval in Principle

- (i) Proposal for FET for the Celbridge M4 business park
- (ii) Proposal for Arklow Business Enterprise Centre for Wicklow FETC
- (iii) Proposal for renewal of lease at Marine House

The Director of FET relayed to the Board the process for procuring a lease under KWETB governance protocols. He explained that the lease proposal shall come to the Board first and once approved in principle, the ETB will request approval in principle from the DoE next, and once received then progress with the consultations and scoping exercise to engage a lease or suitable facilities. This is also a stipulation of the process from the DoE. Once the Board approve the above three lease in principle, KWETB will bring these to the DoE for permission to progress to the next stage. The Director of FET explained the necessity for each of the above. It was clarified that value for money for the unit at M4 Business Park is expected to be achieved on initial consultation with the landlord as KWETB occupy another unit there and have been offered a better rate, although acknowledgement was offered that there will be capital costs associated with this lease.

Proposed by: Cllr. Paul O'Brien

Seconded by: Cllr. Peter Hamilton

And agreed

6.3. Noting

6.3.a. KWETB Boards of Management Minutes

A discussion was held in relation to whether this item should be under approval versus noting, . The guidance received from ETBI advises it is not a reserve function of the Board to approve the BoM minutes, although KWETB share them with the Board for noting . A suggestion was offered to raise this as a Board at the ETBI conference for clarification. An opinion was expressed that for the Board to approve all school BoM minutes would be impractical and they cannot stand over that each set of minutes were a clear reflection of the meeting or the operations of the schools if they were not there or on the relevant BoM. It is the BoM members' role to approve these minutes of which members of the Board are on.

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

The report was provided for noting and no questions or clarifications were raised.

Minute ETB 08-07-2021
No.8 Buildings Report



The CE introduced the Head of Corporate Services, Emer Roy to the Board, attending to support queries on the buildings report at today's meeting. The Board were invited to bring forward their questions on the report provided.

Frustrations were expressed by the Board and shared by the Executive regarding the ongoing delays to projects and accommodations in particular Greystones CNS and Community College. The worry at local level was expressed, noting the Community College could be spread across 3 different locations, putting strain on all stakeholders involved. The Board expressed satisfaction that the communications and updates were forthcoming and helpful. The CE advised the DoE's satisfaction with the Greystones CNS new building once the fire test was finalised and will confirm once approved.

The CE assured the Board contingencies were being prepared, the delays were reflected in our risk management reports and of the shared frustration regarding difficulties in uncertainties and delays. The process of procuring and implementing temporary accommodation was noted as slow, although a very common process annually. The CE reminded the Board of the fast track system the DoE had implemented for modular accommodation and the waived planning permission process if the accommodation was less than a third of the space of the school. The modular framework was acknowledged as a useful concept and a framework solution would be welcomed. The Head of Corporate Services highlighted the realistic timeline of installing temporary accommodation is at least 1 year in normal circumstances. The impact of Covid-19, Brexit, delays on materials and limited pool of suppliers have substantially added to the timelines for the projects. DoE requests to KWETB to increase numbers at some schools was instigated at the beginning of 2021, less than the year timeline to achieve appropriate accommodations, which was acknowledged by KWETB at the time. The Board noted their frustration was regarding the system and process, and acknowledged the work and effort input by the staff of the ETB, with particular commendation to the Principals managing the schools and stakeholders under the uncertain circumstances of accommodation needs. The CE also recognised the positivity and solution based responses of the Principals and staff involved. The Board were assured KWETB were engaging continually with all stakeholders to advance the projects and provide updates.

The Board agreed to write a letter to the DoE expressing this frustration and the lack of certainty to our schools with delayed accommodation needs.

A discussion was held regarding an update on the repurposing of the old Maynooth premises, including the community hall and planned community services to be facilitated. The CE informed the Board both Principals of Maynooth Post Primary and Maynooth Community College have been engaged with, and the next steps to the plan is to engage in a consultative process with stakeholders such as Principals, Boards of Management members and the buildings team looking at the requests for use received to date. This is expected to commence in Quarter 4. The Board were informed that the new campus facilities will also be available for selected community use. The Head of Corporate Services confirmed a Consultant on site forming an options study to optimise the old building space to accommodate the two new schools, Gaelcholáiste Mhaigh Nuad and Stepping Stones Special School, to operate independently in that shared space. Referring to Gaelcholáiste Mhaigh Nuad the same consultant is examining the requirements for minor works in their current location of Manor



Mills and the facilitation of the use of practical rooms in the old Maynooth Post Primary premises for September 2021.

Minute ETB 09-07-2021
No. 9 Finance Report

The report was provided for noting and no questions or clarifications were raised.

Minute ETB 10-07-2021
No. 10 Correspondence for the Board

No correspondence for the Board's attention received.

Minute ETB 11-07-2021
No. 11 Members Business/Questions

No member's questions were received for today's agenda.

Member Deirdre O'Donovan, Chairperson of Brannoxstown CNS raised the matter of the divestment process from the handover of the school in 2018, which has taken place but has not accounted for all monies in possession of the school. The school are looking for ETB support on same and the CE confirmed she will follow up on this.

Cllr Tom Fortune updated the Board on the external facilitator, the Governance Company, who was provided with further documents to facilitate his review. A comment was noted this appointment had taken a long time to put in place.

Cllr Fortune also referenced the recent article about KWETB in a national newspaper and noted it was conflating the former Board and the new Board. He expressed his views that this should be clarified and dealt with. Cllr Fortune also noted to the Board regarding emails he and the Chairperson had received directly, not to the whole Board, which he would like to discuss and come to resolution around same. The rest of the Board and CE were unaware of the emails in question and the CE offered to engage with the Cllr Fortune and the Chair to follow up which was agreed.

An update was requested regarding special classes provision across the ETB with particular mention to Greystones Community College which had been refused this provision by the DoE. This is a concern to the BoM and community as it was a selling factor during the patronage race and there are students located there with current recommendations for this provision. The CE confirmed the new build for Greystones Community College has an SEN classroom in the plans. The CE suggested at an upcoming meeting the Director of Schools could provide a presentation to the Board on SEN classes across the organisation, which was welcomed.



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plans. The CE suggested at an upcoming meeting the Director of Schools could provide a presentation to the Board on SEN classes across the organisation, which was welcomed.

An update on the Youthreach Committee establishment was requested with the Executive confirming invitations to relevant candidates were issued. As this is an executive function, members of the Board are not required to be on this committee.

Minute ETB 12-07-2021

No. 12 Date of next meeting

12) Date of next meeting

Tuesday 28th September 2021

The meeting ended with thanks from the Chair to the team and staff of KWETB in light of the tough year so far and the increase in demand expected again in the upcoming academic year.

Signed: Cllr Tom Fortune

Cllr. Tom Fortune

Acting Chairperson for meeting of September 28th 2021

Date: 23rd October 2021