



**KWETB Board Meeting**  
**Minutes of the Board of KWETB held on Tuesday 28<sup>th</sup> September at 10.30a.m.**  
**Online Meeting through MS Teams.**

- Present:** Cllr. Tom Fortune acting in the Chair, Cllr. Kevin Duffy, Cllr. Angela Feeney, 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, Cllr. Patsy Glennon, Cllr. Íde Cussen
- In attendance:** Dr. Deirdre Keyes CE, Mr. Joe Kelly Director of OSD, Mr. Ken Scully Director of Schools, Mr. Ken Seery Director of FET, Dr. Áine Murphy KWETB, Ms. Orla Kealy KWETB
- Apologies:** Cllr. Anne Ferris, Cllr. Daragh Fitzpatrick, Ms. Caoimh  Molloy
- Absent:** Cllr. Bernard Caldwell, Ms. Aoife N  Ch illeachair

In Cllr. Daragh Fitzpatrick's absence, Cllr. Tom Fortune Vice Chairperson resided as Chairperson for today's meeting.

### **Introduction**

Once the required quorum was confirmed the acting Chair today, Cllr. Fortune, welcomed all members and advised the Chairperson, Cllr. Daragh Fitzpatrick gave his apologies and was unable to attend today's meeting. As per the ETB Act if the chairperson of such board is not present or if the office of chairperson is vacant, the deputy chairperson (if any) of such board shall, if he or she is present, be the chairperson of the meeting.

Following the session on GDPR received to the Board prior to the meeting commencement, The Chair signified the importance of the agreed conduct and confidentiality standards and to be conscious of GDPR throughout the meeting.



Minute ETB 01-09-21

No. 1 Conflicts of Interest/Disclosure of Interests

Board members declared no conflicts of interest.

Minute ETB 02-09-21

No. 2 Apologies, Sympathies & Congratulations

Apologies were received from Cllr. Daragh Fitzpatrick, Cllr. Anne Ferris and Ms Caoimhe Molloy.

The Board offered condolences on the passing of Mary (May) O' Neill, mother of Rosaleen O' Neill, retired principal of Avondale Community College. May she rest in peace.

A vote of sympathy was also offered for a student of Naas Community College who passed away in August under tragic circumstances. The Board offered condolences.

Minute ETB 03-09-21

No. 3 Adopting the Minutes of previous meetings

3.1 Minutes of Board meeting 06<sup>th</sup> July 2021.

Proposed: Cllr. Angela Feeney

Seconded: Mr David O'Gorman

Minute ETB 04-09-2021

No. 4 Matters Arising from the Minutes

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

Minute ETB 05-09-2021

No. 5 Chief Executive's Business

The CE welcomed the Board back giving mention to the start of the academic year and the full return of school students and return of physical classes to our FET sector. The strategies to mitigate against Covid and continued challenges in these settings were acknowledged. New initiatives were commended around upskilling and support services. The Board were informed the premises which had been mentioned at the last meeting for a possible relocation for the head office in Naas had been withdrawn from the market and alternatives are being pursued. The new Greystones CNS building has opened and the CE expressed her appreciation for all the work and support the Board Members contributed to advancing this project. Recruitment of new deputy principals, one principal, over 280 teaching posts and numerous administrative posts was noted, with over 3000 teaching applications processed over the summer months. A national shortage of teachers in key subject areas was relayed. The CE informed the Board of a meeting held with Maynooth stakeholders regarding the use of the old post primary school PE hall including some of the members present. The meeting had





offered positive development for the future use of the PE hall and accessibility for the community. Cllr. Feeney supported this following attendance to this meeting and offered her thanks to all involved.

A submission has been prepared to submit to DFHERIS for a FET College of the Future in relation to BIFE. The CE thanked the Board and local councillors for pushing this agenda. It is hopeful this will influence the redevelopment of BIFE.

The Chair thanked the ETB staff, the school Principals and staff and the FET staff, on behalf of the Board for the work over the past 2 years regarding the continuation of service throughout Covid and keeping day to day operations functioning. The Chair proposed and the CE agreed to write to all staff conveying the Board's appreciation.

Minute ETB 06-09-2021
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No. 6 Matters for approval, noting or adoption
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#### 6.1. Adoption

There were no matters for adoption on today's agenda.

#### 6.2 Approval

##### 6.2.a. Leases for approval

- (i) Arklow Business Enterprise Centre (ABEC) for Further Education Support Services (FESS)
- (ii) Unit A12, Celbridge M4 Business Park
- (iii) Renewal for Marine House
- (iv) Renewal for Osprey Business Centre for FET Services

The Director of FET detailed the journey of leases between the DoE, SOLAS and the ETB. It was confirmed each lease brought today had been through the necessary process and reviewed by legal teams. The rationales were provided for the necessity of each lease.

Proposed by: Cllr. Kevin Duffy

Seconded: Mr David O'Gorman

Following approval proposed and seconded some general queries regarding lease process were posed. It was confirmed the Department of Education (DoE) has oversight on the costs and details of the leases. A report from local estate agents comparing costs to similar premises in the area are received in the valuation process of a lease.

##### 6.2.b Overdraft facility

The CE confirmed to the Board approval is sought for permission to write to Minister to request an overdraft facility if needed. If the overdraft is needed the Board are again requested to approve the application of the facility.

Proposed: Cllr. Kevin Duffy

Seconded: Cllr. Peter Hamilton



### 6.2.c Charities Regulator Draft Compliance Report Form

The CE briefed the Board on the new compliance obligations as of 2021. KWETB submit an annual report to the Charities Regulator, but this is the first year we are required by the Regulator to demonstrate our compliance with the Charities Governance Code. The form was reviewed and completed with a sectoral approach via an ETBI forum to map the requirements of ETB's governing legislation to the report. It confirms KWETB are compliant with our governing legislation, the ETB Act and Education Act, and in turn compliant with the Charities Governance Code. The CE confirmed the report for approval by the Board today demonstrates KWETB's full compliance with the Charities Governing Code. The form is draft until approved by the Board. The report is not returned to Charities Regulator but compliance is confirmed and the form is available at the Charities Regulator upon request. The Members were informed that the administrative team would be in contact with them to complete a declaration as a Charity trustee for submission to the Charities Regulator.

Members of the ARC, Cllr. Duffy and Cllr. Feeney relayed the ARC received a detailed presentation on this which was very clear and comprehensive. They were reassured of KWETB's full compliance and recommend approval by the Board.

Proposed: Cllr. Kevin Duffy

Seconded: Ms Alice O'Donnell

### 6.3. Noting

#### 6.3.a. KWETB Finance Committee Report

Mr Noel Merrick, Chairperson of the Finance Committee confirmed the Committee reviewed the monthly returns and the Service Plan in relation to financial progress and confirmed all expenditure and receipts are on target. The Committee reviewed the leases before the Board today. It was noted updates were received on current and upcoming audits across the ETB as within the report.

#### 6.3.b. KWETB Audit and Risk Committee report

As a member of the ARC, Cllr. Kevin Duffy gave the Board a detailed update on the ARC's latest meeting touching on audit progress and reviews, sectoral audits, risk management and risk appetite. The Committee received a presentation from the ICT manager in relation to areas of security and services and felt KWETB are in a positive position from an IT perspective. It was confirmed both the Finance and AR Committees have held 4 meetings so far this year, meeting their governance requirements and duties. Each are scheduled to meet once more this year. In relation to the concern of staff as a high risk, acknowledgement was given to mitigating actions such as improved recruitment plans, ETBI submissions to DoE for forecasting vacancies and that some staffing issues are national issues faced throughout the sector also.





### 6.3.c. Statement of Strategy Update

The CE invited the Directors to give a high level overview of key landmarks, achievements and challenges in this 6 monthly update to the Board. The CE noted this was a project managed report and the reports are built around the 4 pillars of the Statement of Strategy (SOS) displaying progress in a quantitative manner. A more qualitative review is envisioned with the Leadership and Management Forum's assistance.

The Director of OSD began by noting achievements on the ongoing move to ESBS payroll shared services, buildings programme progress, ICT Strategies for schools, recruitment and investment to employee professional development and training. Challenges were noted in regards to substandard accommodations and delays to temporary accommodations for staff and learners. It was noted some deliverables will be extended to 2022 and that the focus is on the impact of the deliverables set out in the SOS.

The Director of Schools gave a brief overview of the number of deliverables completed, on track and at risk for completion for their due date. Achievements such as the appointment of both an Ethos and ICT Coordinator for schools, the establishment of the Deputies Principals network and its influence on enhancing training and leadership in the organisation were noted. A temporary challenge of delayed school self-evaluations was mentioned due the stalling of this Department led exercise throughout Covid. As there were less inspections, it is more challenging for the schools to provide a comprehensive annual report and implement improvements.

The CE, on behalf of the Director of FET, reported learner targets have been slightly hampered by Covid but the services have strived in providing hybrid access to learning. The QQI inaugural review for this year is commencing shortly. Challenges were noted in the accommodations of FET services, noting a large body of work has gone into current and older leases for many FET premises. Along with the KWETB buildings team collaboration, the approach of consolidating services in locations such as the FET College of the future may be more beneficial to FET. Confirmation was given that there is a correlation between the risks on our corporate register and the impact this has on achieving our strategic objectives.

### 6.3.d. HR Circular letters

Noted.

### 6.3.c. KWETB Boards of Management Minutes

The Director of Schools noted not all Boards of Management have met this academic year so many minutes are not yet approved and submitted to head office. It was acknowledged that a follow up would be taken on any schools which do not yet have minutes uploaded to the site.

Minute ETB 07-09-2021
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No. 7 Risk Management
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The Director of OSD noted risk movements as on report and again spoke to the human resource risk assuring that work prioritisation is the focus under these circumstances and some of the shortages are sectoral issues outside of our control. As a fast growing and innovative ETB, the needs of the ETB are outgrowing our current organisational structure and we are continually





seeking additional resources under each directorate, albeit these are set down by circulars. The Board were assured management are looking at section structures, responsibilities across the organisation, prioritising essential core work and the management of these changes. The Executive are conscious of not creating further risk due to lower resources.

Minute ETB 08-09-2021
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No.8 Buildings Report
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The Director of OSD noted temporary accommodation as a high level concern for KWETB presently, accountable to national material shortage of steel, workers, raw materials along with logistical issues and the impact of Brexit. A considerable increase in costs has been noticed as well as difficulty in getting responses to tenders. The team continue to work out contingency solutions around temporary accommodations.

An executive summary on the high level projects ongoing noting the Greystones CNS move to permanent building, in turn allowing Greystones Community College to move from the tennis club to the rugby club premises on a temporary basis. Naas Community College has a handover date in December. The Board were informed a project management consultancy firm have been procured to assist in the management of devolved projects which are already proving helpful in the support to the buildings team.

The Board offered appreciation to the Executive on the completion of the Greystones CNS project. There is no update on the Curragh patronage and site selection discussion with the DoE, a meeting is due to take place into October with Educate Together regarding same. It was noted updates on the Celbridge Community School is requested to appear on the buildings report. Thanks were offered to the Executive on assistance provided at Blessington Community College recently and acknowledged by the CE. It was noted that in the process of Greystones Community College temporary accommodation installation, although not in our control as the contractors report directly to the DoE, there is a risk of reputational damage and issues arising from noise disturbance and disruption to the surrounding community. The Executive acknowledged this, noting KWETB can mediate with the DoE but it is ultimately their project to manage. In relation to BIFE roof leaks and required work, the Executive confirmed plans for FET College of the future are strategic to include redevelopment of the current BIFE building. The Principal has been consulted in these plans. A discussion was held around Piper's Hill traffic and the continued challenge of the volume of traffic and bottleneck entrance/exit. The Executive will continue to engage, there has been no progression in accessing the ETBI carpark as a measure to alleviate this slightly. The Executive are encouraging a collective approach to address the issue with the county council, the developers and KWETB and would endorse a systematic review of the issues including outside of the campus. The AECOM report is proving difficult to get tender responses. It was noted a second entrance would be beneficial to the site and has been a topic of discussion with stakeholders. Temporary accommodation at Coláiste Craobh Abhainn and a local issue with the alarm connection the main building was noted under health and safety. The Executive confirmed the emergency works at Coláiste Lorcáin was planned for further discussion in the upcoming week.



The Chairperson gave his apologies as he had to leave the meeting at this point and appointed Cllr. Lourda Scott to chair the remainder of the meeting. Before his departure, Cllr. Fortune addressed item 11.1.

Minute ETB 09-09-2021
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No. 9 Finance Report
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Cllr. Scott chaired the meeting from this point and invited the Executive to address the Finance report. The Director of OSD gave a high level briefing of the Finance report provided to the Board. No questions were raised by the Board.

Minute ETB 10-09-2021
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No. 10 Correspondence for the Board
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10.1. ETBI AGM 2021 delegate notice

10.2. Letter 17th August 2021 RE BIFE redevelopment from DoE

The above correspondence was noted. A general correspondence note was raised for inclusion to the Board SharePoint site on previous correspondence received and also letters sent on behalf of the Board regarding BIFE to be added.

Minute ETB 11-09-2021
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No. 11 Members Business/Questions
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11.1. Update on Appointment of Consultant for Board evaluation

Cllr. Tom Fortune gave update that the Governance Company in assessment received 15/21 responses and had encountered delays in receiving same. The process will now progress to engaging with select members of the Board and Executive.

11.2 Update on Gaelcholáiste Mhaigh Nuad - Cllr. Angela Feeney

In response to Cllr. Feeney's query on a short and long term update, the Board were informed the work for both the art and home economics rooms is hopeful for completion in the coming week. The further practical room requirements are not yet established as these are dependent on the findings of the options study currently underway and the extent of work required following the recommendations from this. The architects will develop options for the long term to optimise space and structure from the study and the timescale is dependent on what option the DoE decide. The Executive will follow up on the study with the DoE and expect to have a progress report at November meeting, at the moment they await official updates from DoE. The Board heard frustrations in the locality with the situation and were reminded the school management made the decision to stay in their current location of Manor Mills.

11.3 Reserved Members Forum – Ms Deirdre O'Donovan

In the Chairperson Cllr. Fitzpatrick's absence this item was deferred.





#### 11.4 Boards of Management Training - Ms Deirdre O'Donovan

The Director of Schools confirmed himself and a KWETB colleague have dates to provide this training running on two dates. One session will be in relation to roles and responsibilities of BoM members on the 12<sup>th</sup> and 14<sup>th</sup> October and one session regarding child protection on the 9<sup>th</sup> and 11<sup>th</sup> November. These will be communicated through the school Principals. ETBI are also providing training materials for school principals to roll out locally with their BoMs.

#### 11.5 Primary and Post-Primary Charges - Deirdre O'Donovan

In relation to queries received regarding school charges and standardising practice, the Director of Schools noted KWETB schools do not charge school fees. Schools seek voluntary contributions, as provided for, within the Admissions Act. Voluntary contributions are accounted for through the Finance Department within KWETB. It is acknowledged within the DoE that voluntary contributions are an important component of a school's funding stream. Schools identify students/families who may not be able to meet any contribution at local level and try support them through provisions provided by the DoE. The member raised a particular issue in relation to funding for school lockers and insurance. Following discussion the Director of Schools would bring the conversation back to Principals network ensuring they are all acting within their admissions policies on same.

#### 11.6 Trustee Schools - Deirdre O'Donovan

Clarification was sought from the member with regard to the rationale for the question of level of Board oversight given the reserve/executive roles and the legal advice referred to. The CE clarified that these Boards are not Committees of the ETB's and the oversight is part of the executive role.

Minute ETB 12-09-2021
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No. 12 Date of next meeting
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12) Date of next meeting

Tuesday 23<sup>rd</sup> November 2021

The Board discussed holding a face to face meeting, the availability of appropriate space for social distancing and Covid measures and the benefits of the current online format. The Board agreed to remain online for the next meeting and to engage with members via a survey on options for 2022 meetings.

Signed: \_\_\_\_\_

Cllr. Daragh Fitzpatrick

Chairperson of Kildare and Wicklow ETB

Date: 06/12/2021