

## **KWETB Board Meeting**

### **Minutes of the Board of KWETB held at St Conleth's Community College, Newbridge, Co. Kildare on Tuesday 08<sup>th</sup> October 2019 at 10am**

- Present:** Cllr. Daragh Fitzpatrick in the Chair, Cllr. Tom Fortune Vice-Chair, Cllr. Bernard Caldwell, Cllr. Íde Cussen, Cllr. Kevin Duffy, Cllr. Angela Feeney, Cllr. Anne Ferris, Cllr. Peter Hamilton, Mr. Stephen Horan, Mr. Noel Merrick, Ms. Hilary Anne Murray, Cllr. Paul O'Brien, Ms. Alice O'Donnell, Ms. Deirdre O'Donovan, Mr. David O'Gorman, Cllr. Evie Sammon, Cllr. Lourda Scott
- In attendance:** Dr. Deirdre Keyes C.E., Dr. Rory O'Toole Director of Schools, Mr. Joe Kelly Director of OSD, Mr. Ken Seery Director of FET, Ms. Mary Dillon KWETB, Ms. Mary Kemmy KWETB, Ms. Bridget Daly Lynam KWETB, Ms. Pamela Lennon KWETB, Ms. Rachel Fox KWETB
- Apologies:** Ms. Elaine Kelly, Cllr. Patsy Glennon, Mr. Gerard Gallagher  
Cllr. Kevin Duffy gave apologies in advance for his early departure at 11.30a.m.
- Absent:** Ms. Caoimhe Molloy

The Principal, Ms. Patricia O'Brien and two students Ernesto Gayahan and Niamh Walker Browning spoke to the Board about St. Conleth's. They outlined the positive effect of the new extension on the student population.

<b>AGENDA</b>
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1. Signing of Attendance Record/Conflicts of Interest/Disclosure of Interests
2. Apologies, Sympathies & Congratulations
3. Adopting the Minutes of previous meetings – signing by Chairperson
  - 3.1 Minutes of Board meeting of 10<sup>th</sup> September, 2019
  - 3.2 Minutes of Board meeting of June 14<sup>th</sup> 2019
4. Matters arising from the minutes
5. Update on Corporate Governance Programme

6. Matters for approval, noting or adoption
  - 6.1 Nominations to KWETB Audit and Risk Committee
  - 6.2 Nominations to KWETB Finance Committee
  - 6.3 Nominations to Boards of Management
  - 6.4 Nominations to KWETB Section 29 Appeals Committee Panel
  - 6.5 Nominations and Approval of Independent Nominees to Section 29 Appeals Committee.
  - 6.6 Nominations to POR Interview Boards
  - 6.7 Nomination to the Board of Bray Area Partnership – Mr. G. Allen
  - 6.8 KCC request nomination to Athy Heritage Company CLG
  - 6.9 Overdraft facility approval requested
  - 6.10 Adoption of Standing Orders deferred from previous meeting
  - 6.11 Appointment of Nominee to IPB deferred from previous meeting
  - 6.12 Lease for FET Centre in Celbridge for approval
  - 6.13 DoES 13/09/2019 requests the agreement of KWETB to the lodgment of a planning application for the permanent school on the Moyglare Campus for Gaelscoil Ruairi
  - 6.14 Corporate Safety Statement for noting
  - 6.15 H.R. Circular letters for noting
7. Chief Executive's Report
  - Update
8. Committee Reports
  - 8.1 Audit and Risk Report – None
  - 8.2 Finance Report – None
  - 8.3 Board of Management Report - None
9. Correspondence – Department/ETBI/SOLAS/General – None
10. Financial Management
  - Report from Finance Officer
11. Risk Management
  - Update
12. Members Business/questions
13. Date, Time and Place of next meeting.

### **Minute ETB 01-10-2019**

#### **No. 1 Agenda**

##### **Signing of Attendance Record/Conflicts of Interest/Disclosure of Interests**

Attendance Record Signed

No Conflicts of Interest declared.

Ethics in Public Office Acts 1995 and 2001 – Designated Directorships Forms and Statement of 'Nil' Interests forms distributed to all members present.

### **Minute ETB 02-10-19**

#### **No. 2 Agenda**

##### **Apologies, Sympathies & Congratulations**

Sympathies: The Board was informed of the death of the father of a staff member. The Chairperson requested a minute's silence as a mark of respect, all members standing.

### **Minute ETB 03-10-19**

#### **No. 3 Agenda**

##### **Adopting the Minutes of Previous Meetings – Signing By Chairperson**

The accuracy of the minutes of the previous meeting was queried. A Member asked why a stenographer was not present at the meeting as this had been decided by the previous Board and should not have ceased except by decision of the current Board. A discussion took place in relation to the need of a stenographer. The members felt it would be useful to have a stenographer present and could be reviewed at a later stage. The Chief Executive clarified that the minutes rather than the transcript would be the record of the meeting in line with standing orders and any changes would needed to be reflected in same. The Chief Executive is to come back to the Board to inform members of the procurement process required for the services of a stenographer if applicable.

Members discussed the issue of suitable locations for Board meetings. A number of views were expressed. No resolution was reached. The Chairperson suggested that the Chief Executive would take account of all views, for example, the value of having a presence in our schools/centres, the need for accessibility for the public, suitable equipped room and the possibility of teleconference and would come back to the Board with a proposal. The matter would be an agenda item for the next meeting.



### 3.1 Minutes of Board Meeting 10<sup>th</sup> September 2019

Ms. Deirdre O'Donovan requested her name be removed as a non-voting delegate to the conference.

She also queried the manner in which the role of School Principals in suggesting potential nominees to School Board of Managements had been recorded in the minutes. The Chairperson agreed to return to the Minutes of the 10<sup>th</sup> September at the next meeting.

Minutes 10<sup>th</sup> September 2019 were deferred to the next meeting.

### 3.2 Minutes of Board Meeting of 14<sup>th</sup> June 2019

Proposed: Mr. Noel Merrick

Seconded: Cllr. Daragh Fitzpatrick

And agreed.

Mr. Noel Merrick clarified that the previous Board had ratified Minutes of all their meetings. The only outstanding Minutes are the Minutes of the June 2019 Board meeting which was the last meeting of the previous Board.

Chief Executive reported that she had written to the Law Society re the requirement to issue a section 68 letter in the context of the existence of OGP Framework. Ms. Deirdre O Donovon raised the issue of the previous Board rational for the related motion contained within June 14<sup>th</sup> Minutes.

### 3.3 Rational for the proposal re Legal Bill in Minutes of June 14<sup>th</sup>.

Deferred to next meeting.

## **Minute ETB 04-10-19**

No. 4 Agenda
Matters Arising from the Minutes

### **Minute ETB 05-10-19**

#### **No. 5 Agenda**

##### **Corporate Governance Programme**

The Director of OSD gave an update on the status of the Corporate Governance Programme.

Noted by the Board.

### **Minute ETB 06-10-19**

#### **No. 6 Agenda**

##### **Matters For Approval, Noting or Adoption**

Ms. Deirdre O Donovan, member of the Nominations Committee, discussed the process used by the Nominations Committee for the assessment and nominations of members to the Audit and Risk and Finance Committees and to the Boards of Management of schools. She expressed concern at the amount of work yet to be done to improve the process but acknowledged that it represented progress.

#### **6.1 Nominations to KWETB Audit and Risk Committee**

The Nominations Committee recommended the following as members of the Audit and Risk Committee subject to reference checks and Ethics in Public Office Forms being completed.

1. Mr. Paul McEvoy
2. Ms. Ailish Byrne
3. Mr. David Russell
4. Ms. Mary Armstrong

The remaining suitable candidates are to be interviewed and a recommendation made to the Board.

Proposed by: Mr. Noel Merrick

Seconded by: Mr. David O'Gorman  
and agreed.

#### **6.2 Nominations to KWETB Finance Committee**

The Nominations Committee recommended the following as members of the Finance Committee subject to reference checks and Ethics in Public Office Forms being completed.

1. Ms Nancy Hughes
2. Ms Margaret Horan

The remaining suitable candidates are to be interviewed and a recommendation made to the Board.

Proposed by: Ms. Alice O'Donnell  
Seconded by: Cllr. Peter Hamilton  
And agreed.

The question was raised as to how the Committees work. The Chief Executive clarified that they are committees of the Board and report to the Board after their meetings, in line with the Code of Practice for the Governance of ETBs.

#### 6.3 Nominations to Boards of Management

Members had queries on the process for nominating members to the Boards of Management. They queried the closing date and whether they were publicly advertised. The role of the principals in nominations to Boards of Management was also raised.

Dr. Rory O Toole Director of Schools briefed the board on the selection process for Board of Management members. A document with a list of nominees was distributed to all Board members. It was agreed by the Board that they would look at a best practice model going forward. Dr. O Toole thanked the Nominations Committee for their work. He accepted that that the process is new and will continue to improve. He acknowledged the commitment required from Board of Management members. The role of Principals in the nominations to Boards of Management was discussed. The process for replacing members of the board who are unable to fill the three Board representative's places on boards of management was discussed. Dr. O Toole stated that the Nominations committee has agreed that they would revisit their terms of reference in due course.

Chairperson requested his name be removed from the Board of Management for Scoil Mhuire, Clane.

The Board acknowledged that they could appoint four nominees to a Board of Management.

The final list of nominees was approved by the Board. (Appendix attached)  
Proposed by: Mr. Stephen Horan



Seconded by: Cllr. Bernard Caldwell  
and agreed.

6.4 Nominations to KWETB Section 29 Appeals Committee Panel  
and

6.5 Independent Nominees to Section 29 Appeals Committee.

Appendix attached

Proposed by: Cllr. Bernard Caldwell

Seconded by: Mr. David O Gorman

And agreed.

6.5 Nominations to POR Interview Boards:

Colm O Connor, retired former Principal, Pipers Hill College

Shane Eivers, retired former Principal, Colaiste Chraobh Abhann

Carol Buckley, retired former Deputy Principal, Colaiste Chraobh Abhann

Catherine Burke, retired former Principal, St Kevins CC, Dunlavin

Agreed.

6.6 Nomination to the Board of Bray Area Partnership:

It was agreed that Mr. Gabriel Allen would continue as the Board's nominee on the  
Bray Area Partnership.

Agreed.

6.7 KCC request nomination to Athy Heritage Company CLG –  
Deferred to next meeting.

6.8 Overdraft facility approval requested

The Director of OSD briefed the Board.

Both the Education and Training Boards Act 2013 and the Code of Practice for the Governance of Education Boards state that all borrowings (which includes overdrafts) must be approved in advance by the Board and the Minister for Education and Skills. The Board is requested to sanction the Chief Executive to write to the Minister requesting permission to obtain an overdraft facility if needed. When permission is granted this is then brought back to the Board for sanction before the overdraft facility is requested from the Treasurer. Sanction is requested for €5,000,000 for one year. This has been sanctioned for the last number of years but has yet to be utilised. It is

not envisaged that that the facility will be required this year, it is prudent to have it sanctioned

Proposed by: Cllr. Evie Sammon  
Seconded by: Mr. Stephen Horan  
and agreed.

6.10 Adoption of Standing Orders deferred from previous meeting  
Deferred to next meeting to give members an opportunity to review and to propose amendments.

6.11 Appointment of Nominee to IPB deferred from previous meeting  
Tom Fortune to be KWETB Nominee to IPB.  
Proposed by: Cllr. Daragh Fitzpatrick  
Seconded by: Cllr. Paul O'Brien  
and agreed.

6.12 Lease for FET Centre in Celbridge for approval  
The Director of FET gave the background to the VTOS Programme in Leixlip and the need to move to new premises.  
Mr. Joe Kelly Director of OSD briefed the Board members on the governance aspect of the leasing of new facility. Expressions of interest sought from estate agents, a very strong business case was made, written sanction received from DoES and SOLAS. He informed members of the terms of the lease. He was happy to put forward the request for approval.

Proposed by: Cllr. Peter Hamilton  
Seconded by: Mr. Noel Merrick  
And agreed.

A discussion took place on leases in general. The Board will be informed as to whether or not there is a review clause in the lease. Mr. Noel Merrick informed the Board that the practice during the term of the previous Board was that all leases went to the Finance Committee to do due diligence. He recommended that this process should continue.

6.13 DoES 13/09/2019 requests the agreement of KWETB to the lodgment of a planning application for the permanent school on the Moyglare Campus for Gaelscoil Ruairi.



Proposed by: Cllr. Angela Feeney  
Seconded by: Cllr. Lourda Scott  
And agreed.

Board wanted it noted that only the planning permission application was agreed to in principle and that traffic management would be incorporated in the plan.

6.14 Corporate Safety Statement for noting  
Noted.

6.15 H.R. Circular letters for noting  
Noted.

#### **Minute ETB 07-10-19**

<b>No. 7 Agenda</b>
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<b>Chief Executive's Report</b>
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Chief Executive gave a verbal report on the following:

The Awards Season for FET is taking place at present and she encouraged members to attend if possible.

She reported on the campaign for the Patronage of the new school in Greystones, stating that she worked very closely with Coláiste Craobh Abhann on this parent lead campaign.

In relation to BIFE she informed the board that the master plan process has commenced. A schedule of accommodation was submitted to the Department. The master plan is subject to Board approval and Planning Permission. The proposal from the Department is a brand new 8500sq mtr (1000 pupil) FET College.

Pipers Hill traffic management. Director of OSD gave an update. KWETB meets on a monthly basis with the stakeholders in Pipers Hill. KWETB has engaged with the original design team, KCC re the roads and safety who were happy to work with us and with the expert traffic management company we have engaged to make recommendations re the management of the site going forward. IPB has visited the site to assess the risks associated with the traffic. He will keep the Board updated on progress.

In-camera: The Chief Executive met with the Board in-camera. Separate minutes of the meeting are available to the Department of Education and Skill and to the Audit and Risk Committee and Comptroller and Auditor General.

#### **Minute ETB 08-10-19**

No. 8 Agenda

Committee Reports

8.1 Audit and Risk Report – **None**

8.2 Finance Report – **None**

8.3 Board of Management Report – **None**

#### **Minute ETB 09-10-19**

No. 9 Agenda

Correspondence – Department/ETBI/Solas/General

9.1 Department – **None**

9.2 ETBI – **None**

9.3 Solas – **None**

9.4 General – **None**

#### **Minute ETB 10-10-19**

No. 10 Agenda

Financial Management

The Director of OSD brought the members through the Finance Report. He briefed them on the number of audits, audit recommendations and the amount of time allocated to same. KWETB is the most audited ETB in the country.

Proposed by: Cllr. Lourda Scott

Seconded by: Cllr. Anne Ferris

And agreed.

### Minute ETB 11-10-19

No. 11 Agenda

Risk Management

Verbal Report – Director OSD.

The Director of OSD reported on Risk Management and the progress made to-date on KWETB's risk policy, Risk Registers for schools, FET and OSD. He proposes to give a high-level report at the November meeting of the Board.

### Minute ETB 12-10-19

No. 12 Agenda

Members Business/Questions

The Chairperson welcomed and congratulated Mr. Ken Seery on his appointment as Director of FET.

### Minute ETB 13-10-19

No. 13 Agenda

Next Meeting

**Date:** 12th November 2019.

**Place:** Clermont House, Clermont, New Rath, Rathnew, Co. Wicklow.

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

(Chairperson)

Date: \_\_\_\_\_

12/11/2019



# Appendix

## KWETB NOMINEES TO BOARDS OF MANAGEMENT

POST PRIMARY SCHOOL	1	2	3	4
ArdSCOIL Rath Iomgháin	Noel Merrick	Kevin Duffy	Sr Bernadette Sheerin	Patricia Ryan
Athy College	Stephen Horan	Diarmuid Flynn	Tom Kearney	Aoife Breslin
Avondale CC	David O'Gorman	Paul O'Brien	James O'Shaughnessy	
Blessington CC	Patsy Glennon	John Horan	Madge Tyrrell	
Coláiste Bhríde Carnew	John Mullen	Fiona Redmond	Vincent Blake	Tommy Annesley
Coláiste Chill Mhantáin	Paul O'Brien	Irene Winters	Michael Larkin	
Coláiste Chraobh Abhann	Tom Fortune	Alice O'Donnell	Lourda Scott	Ronan Keddy
Coláiste Lorcáin	Stephen Horan	Ivan Keatley	Mark Wall	
Coláiste Ráithín	Anne Ferris	Aine Breathnach	Joanne McDonagh	Rory McGarry
Confey CC	Bernard Caldwell	Peter Hamilton	Joe Neville	
Curragh PPS	Evie Sammon	Noel Merrick	Mark Prendergast	
Glenart CC	Paul O'Brien	David O'Gorman	Tommy Annesley	
Gaelcholáiste na Mara	Máire Mhic Mhuiris	Áine Birmingham	Cian ÓCuanacháin	
Maynooth CC	Gerard Gallagher	Daragh Fitzpatrick	Claire Martin	John Hurley
Maynooth PPS	Angela Feeney	Peter Hamilton	Teresa Murray	Brendan Weld
Naas Community College	Deirdre O'Donovan	Evie Sammon	Anne Breen	Simon Fullam
Piper's Hill College	Elaine Kelly	Evie Sammon	David Cahill	Vincent Martin
St. Conleth's CC	Daragh Fitzpatrick	Laura Burke	Colm O'Gogain	Rob Power
St. Farnan's PPS	Daragh Fitzpatrick	Brendan Weld	Joe Lacey	Eileen O Sullivan
St. Kevin's CC	Patsy Glennon	Noel Merrick	Avril Cronin	
BIFE (previously St. Thomas' CC)	Caoimhe Molloy *	David O'Gorman	Tom Fortune	Rory Benville
Scoil Chonglais PPS	Patsy Glennon	Michael Browne	Edward Timmons	
<b>COMMUNITY NATIONAL SCHOOLS</b>	1	2		
Naas Community NS	Sorcha O'Neill			
Greystones Community NS	Tom Fortune	Alice O'Donnell		
Brannoxtown National School	Deirdre O'Donovan	Conor O'Toole		
<b>TRUSTEE/PATRON SCHOOL</b>	1	2	3	
Celbridge Comm School	Íde Cussen	Colm O'Connor	John Behan	
Colaiste Chiarain (Leixlip)	Bernard Caldwell	Teresa Murray	Eddie Collins	
St. Wolstan's (Celbridge)	Íde Cussen			
Scoil Mhuire (Clane)	Brendan Weld	Mike O'Byrne	Eileen O Sullivan	
Kildare Town Comm School	Kevin Duffy	Suzanne Doyle	Cathal Beale	
St. Killians (Bray)	Cllr. Aoife Kennedy	Cllr. Dermot O'Brien	Maire Ni Shiolaídh	



### Proposed panel for KWETB Section 29 Appeal Committees.

Date \_\_\_\_\_

	Name	Biography
1	Catherine Burke	Former Principal and Deputy Principal of St. Kevin's Community College, Dunlavin. Catherine has recently completed a post-graduate course in Mediation Studies in TCD and is currently a qualified and practising mediator.
2.	Shane Eivers	Former and founding Principal of Colaiste Chraobh Abhainn, Kilcoole. Former secretary to the BOM of Colaiste Craobh Abhainn.
3.	Máire Fitzmaurice	Former and founding Principal of Gael Coláiste Na Mara, Arklow. Former secretary to the BOM of Gael Choláiste Na Mara. Capable of conducting Section 29 Appeals through Irish.
4.	Tommy Flynn	Former Principal of Hartstown Community School, Dublin 15, and former Deputy Principal of Killinarden Community School, Tallaght. Has extensive experience of membership of and of chairing DES Section 29 Appeal Committees.
5.	Colm O' Connor	Former Principal of Piper's Hill College, Naas. Former secretary to the BOM of Piper's Hill College.
6.	Diarmuid Ó Murchú	Diarmaid Ó Murchú qualified as a primary teacher in St. Patrick's Training College and, following some years working in primary schools in Dublin he transferred to the post-primary sector. He later became Deputy-Principal in the Donahies Community School and Principal of Pobalscoil Neasain in Baldoyle. Since retiring from there he has worked in the Section 29 appeal section of the Department of Education & Skills and in the Marino Institute of

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**Bord Oideachais agus Oiliúna  
Chill Dara agus Chill Mhantáin**  
An Dr Deirdre Nic Aodha  
Príomhfheidhmeannach

**Kildare and Wicklow  
Education and Training Board**  
Dr Deirdre Keyes  
Chief Executive



		<p>Education Training College. He has also worked with a number of Trustees of second level schools.</p> <p>In the course of his career he has studied in Trinity College from where he was conferred with an M.Sc. in Educational Management and in NUIG where he was conferred with a Higher Diploma in School Development Planning</p> <p>Diarmaid is a former President of the Association of Community and Comprehensive Schools [ACCS] and has served on the NCCA and on the Points Commission. He is currently chairman of The Board of Management of Trinity Comprehensive School in Ballymun.</p>
7	Eleanor Roche	<p>Eleanor was first appointed to Co. Wicklow VEC as a councillor in 2002/3 and subsequently as a community rep.</p> <p>During her membership, Eleanor served on a number of sub-committees including the Interview boards, the S29 sub-committees and on a select S5 sub committee of the VEC.</p> <p>Eleanor also served on Boards of management for Coláiste Chraobh Abhann, Coláiste Raithín and Gael Choláiste an Mara.</p> <p>Eleanor is very proud to have chaired Coláiste Chraobh Abhann BoM from the school's inception until the end of the last KWETB.</p> <p>Eleanor was also Cathaoirleach of Coláiste Raithín for a number of years.</p> <p>Eleanor has a keen interest in all aspects of education and the education system.</p> <p>Eleanor is a Social Science graduate of UCD, She studied Linguistics and Nua Gaeilge for 1 year at UCD and She also hold a UCD 1 year Certificate in teaching English as a second/foreign language.</p> <p>Eleanor completed Árd Céimeanna 1, 2 &amp; 3 at Gaelcultúr and Icompleted a number of Improvers Courses in French at BIFE.</p> <p>A former Member of the Governing Body of IADT Dún Laoghaire and acting Chair for a number of years.</p>
8	Michael Russell	<p>Former Principal of Coláiste Lorcáin, Castledermot. Has extensive experience of membership of and of chairing KWETB Section 29 Appeal committees for the past 5 years.</p>
9	Breda Sunderland	<p>Breda Sunderland MA, PhD, CTG worked with Co Kildare VEC/KWETB for 36 years until her retirement from the post of Deputy Principal of Athy College in 2016. She graduated from</p>



		<p>the ETBI's Instructional Leadership Programme in 2011 and was an active member of the National ILP Steering Committee for 5 years. Breda worked with the NCCA in the development of Key Skills and on a TL21 project to cascade IL within a school. In 2013 she was part of the team that presented at the EU Presidency Conference in Dublin Castle on "Integration, Innovation and Improvements : The Professional Identity of Teacher Educators". She was a member of the Teaching Council's Steering Committee for the 1st Féilte, and presented at it in the Royal Hospital Kilmainham.</p> <p>Until her retirement, Breda was her school's Liaison Officer to Maynooth University's Access Programme. Her passion for advocacy and equality of educational opportunity led to 16 years of commitment to KITE (Kildare into Tertiary Education - an initiative supported by KLP) and to MAP.</p> <p>Breda Sunderland served on the Board of Management of Athy College from its inception until 2016, for a time as a member elected by the teaching staff and later as the parents' representative. Since 2016 she has served on KWETB interview boards and since 2018 on Section 29 Appeal Hearing Boards.</p>
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