



**KWETB Board Meeting**  
**Minutes of the Board of KWETB held on Tuesday 04<sup>th</sup> July 2023 at 10.30a.m.**  
**Venue: Online**

- Present:** Cllr. Daragh Fitzpatrick in the Chair, Cllr. Tom Fortune, Mr. Stephen Horan, Mr. Noel Merrick, Mr. David O’Gorman, Cllr Peter Hamilton, Cllr. Nuala Killeen, Cllr. Kevin Duffy, Cllr. Anne Ferris, Cllr. Bernard Caldwell, Alice O’Donnell, Cllr Íde Cussen and Cllr Lourda Scott.
- 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. Paul O’Brien, Ms. Siobhain Grogan, Cllr. Evie Sammon, Cllr Patsy Glennon.
- Absent:** Ms. Aoife Ní Chéileachair, Mr Ronan Mills, Ms. Caoimhe Molloy



## Introduction

With the members agreement, the Chair proceeded directly to the reserved function items of the agenda to begin as we are tight on quorum. The agenda begun on item 6, then reverted to item 2 and proceeded in order of the agenda thereafter.

Minute ETB 01-07-2023
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No. 1 Conflicts of Interest/Disclosure of Interests
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The Chair requested for statements of conflict of interests. Board members declared no conflicts of interest.

Minute ETB 02-07-2023
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No. 2 Apologies, Sympathies & Congratulations
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Apologies were received from Cllr. Paul O'Brien, Ms. Siobhain Grogan, Cllr. Evie Sammon and Cllr Patsy Glennon.

The Board offered congratulations to Cllr Evie Sammon on the birth of her baby recently.

The Board offered sympathies to the families of;  
Vincent Ryan, father of Geraldine Cleary, FE Staff member in Newbridge and Naas.  
Catherine Edgeworth, Sister of member Cllr Patsy Glennon.

The Board held a moment of silence as a mark of respect.

Minute ETB 03-07-2023
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No. 3 Adopting the Minutes of previous meetings
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3.1 Minutes of Board meeting 23<sup>rd</sup> May 2023

Proposed: David O'Gorman

Seconded: Cllr. Nuala Killeen

Minute ETB 04-07-2023
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No. 4 Matters Arising from the Minutes
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No matters were arising from the minutes of the previous meeting.

Minute ETB 05-07-2023
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No. 5 Chief Executive update
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The following points from the CE report were noted;

- Youth Services Area Profile Tools based on 2016 census data. It was noted that 2022 census data would have been preferable for forward real time planning but the Department instructed on completing the exercise using the available data by the deadline set.



- FET beneficiary's growth is projected at 18,000 for 2023 a significant increase from 2022's 14,500. This is due to part time provision, employment programmes, ESOL and literacy increase in provision.
- 7 schools in KWETB will be participating in the SEN provision mapping with the Department of Education (DE) this year. These include; Greystones Community National School, St Kevin's Community College, Maynooth Post Primary School, Maynooth Community College, Piper's Hill College, Coláiste Chill Mhantáin and St Conleth's Community College. The pilot looks at special education needs across the demographic to inform funding and provision requirements. This aligns with KWETB's ethos of inclusion and equality.
- An update on REALT provision and numbers was provided. New arrivals to the area of Kill are expected soon. It was confirmed the school places required for the new arrivals are generally primary level from trends, and that where capacity in a school is available the students are placed and transport to facilitate same is arranged. Current transport routes through the town where the families of Ukrainian and international protection students are relocated are assessed and location of a school place along such routes is optimised where possible. A local school in Kill may accommodate this incoming group and they are working with the DE to seek funding to accommodate for additional resources, furniture and equipment.

A query on whether REALT funding for Ukrainian pupils (to access IT, Ed Psych assessments etc) is available. It was clarified that a fund is not available but NEPS are members of the REALT team and the REALT coordinator can liaise with this member to provide additional supports where required. It was suggested by the member that ETBI advocate for additional funding for same.

- Contingency planning and arrangements for Schools for September 2023 where delays are anticipated to temporary accommodation projects have been worked on with Principals who have been very proactive in responding to these delays and the consequences of same. It was confirmed all enrolments and school place commitments will be honoured and no child we have committed to providing a school place to will be without a school place in September. KWETB must prioritise the impact on the students we have admissions commitments to, although acknowledge waiting lists and demand of the region's population.

The CE noted the accommodation risk has increased but not been raised to red on our corporate risk register due to the mitigating actions implemented to facilitate accommodation in September and working closely with schools to allow this. The rating change will not impact on the outcome or actions being taken. The Board expressed their view that the accommodation risk should be a red rating. The Board noted more forward planning and use of recent statistics from the DE would prove helpful along with more regular updates for the school communities.

Minute ETB 06-07-2023
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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. ETBI AGM voting members (5) – September

The AGM details have not yet been released by ETBI other than the month of September provided, it is expected the AGM will be online similar to last year. A list of the 5 voting members and 2 reserve members were agreed by the Board as follows;

Voting Members:

1. David O’Gorman
2. Stephen Horan
3. Cllr Peter Hamilton
4. Cllr Daragh Fitzpatrick
5. Cllr Tom Fortune

Reserve Members:

1. Cllr Nuala Killeen
2. Cllr Anne Ferris

Proposed: Cllr Bernard Caldwell

Seconded: Cllr. Nuala Killeen

#### 6.2.b. ETBI Conference attendance 27th & 28th September 2023, Cork City Hall.

The Chair recommended all members be approved to attend the ETBI conference and closer to the date confirmation of attendance will be gained and attendees registered by the Executive.

Proposed: Noel Merrick

Seconded: Stephen Horan

#### 6.2.c. Leases - retrospective approval of leases.

A list of retrospective leases was brought to the Board today for approval. The Executive provided assurance to the Board this was to regularise approval for these leases as requested by the DE and all was in order with each lease. The Board agreed it would be preferable to receive more detail on each lease and therefore deferred the approval to the September meeting once all relevant details are provided by the Executive.

#### 6.2.d. KWETB representation on Board of Management; Ms Deirdre O'Donovan Brannoxstown CNS BOM Naas Community College BOM

The Chair noted the resignation notice received from member Ms Deirdre O’Donovan as on the agenda under correspondence, item 10.1. The Board approved Ms O’Donovan to remain as KWETB representative on the above two Boards of Management.

Proposed: Cllr Daragh Fitzpatrick

Seconded: Cllr Tom Fortune

The Board discussed lack of attendance from some members, quorum pressures and the Executive clarified there were no vacant positions on the Board. It was agreed the Chair would write to the members concerned regarding their membership and attendance.

#### 6.3 Noting



### 6.3.a. Audit and Risk Committee Report

Cllr Kevin Duffy was invited to speak to the ARC report as a member of the committee. He noted the key items discussed at their last meeting as noted in the report were audit activity and risk. He relayed the ARC reviewed the risk register and brought the recommendation as a committee to the Executive to raise the accommodation risk level to a red rating. He noted variance of risk levels across the two counties and that as an overall organisational risk the committee felt the risk should be raised.

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

Noted.

Minute ETB 07-07-2023
No. 7 Risk Management

The Director of OSD spoke to the risk management report provided to the Board. He noted the Executive would take the feedback from the Board in relation to the accommodation risk as this was discussed extensively in the CE report. It was also noted that the overall risk of school places lies with the Department of Education and KWETB can only be responsible for their own portion of this risk.

Minute ETB 08-07-2023
No.8 Buildings Report

The Director of OSD gave an executive summary of the report as provided, noting the core highlights of the report and high-level projects including SEN additional accommodation projects and schedule delays. The Piper's Hill campus safety works progress and the further steps required to bring to fruition was noted.

Blessington Community College BOM's disappointment at the delays to accommodation for September were noted following DE assurance on the completion by September for same. Refurbishments at BIFE were discussed noting a design team has been appointed and costings and project scope are currently being worked on with planning permission application to follow. Until these projections are completed we cannot apply to SOLAS and DFHERIS for funding. The expected timeframe for prefab replacement is into next year. The FET College of the Future application is expected for submission in September and comprises a large quantity of work for the FET team. SOLAS are supporting on completing technical details for the submission. This submission also affects the current refurbishment requirements as these upgrades are captured within same as part of the overall strategic redevelopment of the site. The Board were assured FET are progressing same as best as we can acknowledging frustrations and restraints. BIFE management have access to the College of the Future progress via a shared MS Team site.

An expected update on Gaelcholaiste Mhaigh Nuad major project from the DE has not yet been received. Works have begun on site for refurbishment works for the new term.

An update on the Curragh Community College temporary accommodation on the current site, Curragh Camp, was provided. A member expressed concern over the timeline of 18 months for the new build for at Magee Barracks as advised by the DE.

Minute ETB 09-07-2023
No. 9 Finance Report





The Finance report outlined the ETB is in line with expectations for this point of the year, with 41% of the budget expended by end of May 2023. The overspend in FET was noted and has been flagged to SOLAS, with this being a result in increase to service demand.

Minute ETB 10-07-2023
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No. 10 Correspondence for the Board
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#### 10.1 Resignation of Parent Representative Ms Deirdre O'Donovan

The Chair wished Ms Deirdre O'Donovan well and commended her work, commitment and proactive attitude as a Board member. The Board agreed to write to her formally to express their thanks. The Executive will write to the nominating body regarding a replacement. Ms O'Donovan must inform her nominating body of her resignation also.

#### 10.2 MEC Governing Authority

The Chair and Chief Executive both received correspondence in relation to the former Governing Authority of Maynooth Education Campus (MEC) as provided to the Board. The Executive confirmed that Maynooth Post Primary School and Maynooth Community College are developing a protocol for managing campus sharing and admissions which will come in the form of a memorandum of understanding or charter covering the commitments and agreement by both school's management including how the patron will support this protocol.

The Executive confirmed they have reviewed all the minutes of the KWETB meetings (and formerly Kildare VEC) since 2011 and have found no record of a Ministerial Direction in this regard. The Admissions Bill of 2018 provides for no remit for a body outside of the Board of Management to engage in the admissions process of a school. Under legislation there is no provision to set up a coordinating body, therefore only a minister can give these powers to a committee.

Documentation in question with details about this governing authority may be with the Department of Education but no record of a direction addressed to KWETB was located in KWETB files.

It was noted that the Maynooth Post Primary Board of Management did not wholly support another authority or structure being set up for management of the admissions and that general better communication on campus would help the situation.

It was agreed a response to the correspondence would be issued explaining the relevant matters covered to the Board today.

Minute ETB 11-07-2023
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No. 11 Members Business/Questions
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No Members questions were received in advance for the agenda.

Timelines for FE recruitment interviews were queried and the Executive confirmed they will find out the schedule and revert back.

Minute ETB 12-07-2023
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No. 12 Date of next meeting
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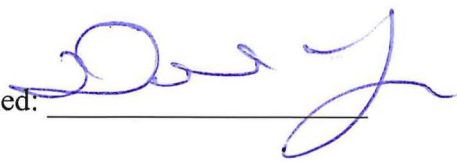
Date of next meeting;

Tuesday 26<sup>th</sup> September at 10.30a.m., Blessington FETC.



BORD OIDEACHAIS AGUS OILIÚNA  
**CHILL DARA AGUS CHILL MHANTÁIN**

**KILDARE AND WICKLOW**  
EDUCATION AND TRAINING BOARD

Signed: 

Date: 26/09/2023

Cllr. Daragh Fitzpatrick  
Chairperson of Kildare and Wicklow ETB