



BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARÁ AGUS CHILL MHANTÁIN

KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

KWETB Board Meeting

Minutes of the Board of KWETB held on Tuesday 28th November 2023 at 09.30a.m.

Venue: Naas Community College and hybrid

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



Minute ETB 01-11-2023

No. 1 Conflicts of Interest/Disclosure of Interests

The Chair requested for statements of conflict of interests. Board members declared no conflicts of interest.

Minute ETB 02-11-2023

No. 2 Apologies, Sympathies & Congratulations

Apologies were received from Cllr Peter Hamilton and Cllr Patsy Glennon.

A resignation notice was received from member Alice O'Donnell, Irish Congress of Trade Unions (ICTU) nominee. The Chair thanked Alice for her contribution and dedication to the Board, acknowledging that she always had the best interests of the ETB and the Board wish her well in the future.

Following discussion, the Board agreed to revert to ICTU, the nominating body, for a replacement female nominee to fill this vacancy. The Executive will contact ICTU.

The Board offered sympathies to the families of;

Ray Creighton, former VTOS teacher and acting Coordinator

Marie Bridgette, mother of Audrey Bridgette Naas FETC administrator

Siobhan Casey Ní Dhuibhinn (Binky), Stepdaughter to Patrick Flanagan, KWETB Training Services Staff member

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

Minute ETB 03-11-2023

No. 3 Adopting the Minutes of previous meetings

3.1 Minutes of Board meeting 26th September 2023

Proposed: Cllr Bernard Caldwell

Seconded: David O'Gorman

Minute ETB 04-11-2023

No. 4 Matters Arising from the Minutes

The Chief Executive (CE) informed the Board regarding the parent nominee approved at the September meeting, that this nomination could not progress following Department of Education correspondence as provided on today's agenda. Changes at national level require that the ETB contact the National Parents Council (NPC) for parent nominees. As KWETB had contacted the ETBsNPA directly, we now must contact the NPC for a nominee. This is hoped to be resolved for the next meeting.

Minute ETB 05-11-2023

No. 5 Chief Executive update

The CE report was taken as read today due to time constraints of the meeting.



Minute ETB 06-11-2023

No. 6 Matters for approval, noting or adoption

6.1. Adoption

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

6.2 Approval

6.2.a. Overdraft Facility

The Board is requested to sanction the CE to write to the bank for an overdraft facility following sanction from the Minister permitting the overdraft facility enactment.

Proposed: Cllr Anne Ferris

Seconded: Cllr Lourda Scott

6.2.b. Leases - Osprey Licence extension

The heads of terms for the Osprey licence 10-month extension was provided to the Board along with a brief on its requirements. This extension is in lieu of alternative premises availability.

Proposed: Cllr Bernard Caldwell

Seconded: Stephen Horan

6.2.c. 2024 Meeting Schedule

The meeting schedule for the 2024 meeting up to May (end of Board term) was provided. The Board agreed to move the May meeting ahead one week, to the 21st May 2024, due to the proximity to the General Elections 2024.

Proposed: Cllr Paul O'Brien

Seconded: Cllr Anne Ferris

6.2.d. CNS Boards of Management Nominees

The Board were reminded the Community National Schools (CNS) are beginning new terms as theirs run for 4 years, rather than in line with the Board term as post primary schools do. The patron's nominee list as below was approved by the Board;

School	Nominee
Greystones CNS	Alice O'Donnell
Greystones CNS	Cllr Tom Fortune
Brannoxstown CNS	Deirdre O'Donovan
Brannoxstown CNS	Mark Egar
Naas CNS	Cllr Evie Sammon
Naas CNS	Vacancy

The vacancy in Naas CNS will be brought back to the school for any local nominee candidates.



Proposed: Cllr Daragh Fitzpatrick

Seconded: Siobhain Grogan

6.3 Noting

6.3.a. Audit and Risk Committee Report

The Board noted the ARC report provided. The Chair thanked committee members Cllr Kevin Duffy and David O’Gorman on their reporting on behalf of the ARC.

6.3.b. Finance Committee Report

The Chair of the Finance Committee noted the report and highlights within. The Committee noted the Service plan review, monthly returns to the Department, contracts and payments over €25,000.

A resignation of an external member was noted to the Board and the options regarding replacement. With consideration to the remaining term for the committee and the induction process, the Chair of the Finance Committee recommended to not replace this member at this time, to which the Board agreed.

6.3.c Representatives on Boards of Management

The below table of representatives was presented to the Board for noting. Noted by the Board.

School	Role	Representative nominated
Maynooth CC	Female staff rep	Mairéad Roe
Piper's Hill	Female staff rep	Emma Fox
Coláiste Chraobh Abhann	Female staff rep	Catherine Gammel Hughes
Coláiste Raithín	Male Parent rep	Ronan O'Brien

6.3.d. Corporate Procurement Plan

The Corporate Procurement Plan was provided and noted by the Board.

6.3.e. KWETB Boards of Management Minutes

Noted by the Board.

The Chair gave his apologies and handed chairing the meeting over to the vice-chair Cllr Tom Fortune. Cllr Fortune chaired the remainder of the meeting.

Minute ETB 07-11-2023
No. 7 Risk Management

The risk management report was provided to the Board. The risk ratings and mitigating actions statistics were noted. No changes to risk ratings occurred since the last risk report provided to the Board.

Minute ETB 08-11-2023
No.8 Buildings Report

The executive summary of the buildings report was relayed to the Board today. The SEN additional accommodations projects were noted, along with update on the permanent build projects of Gaelcholáiste Mháigh Nuad, Curragh Community College and Blessington Community College.



The Department of Education (DE) sanctioned the lease between ETBI and KWETB on 8th November 2023, as previously approved by the Board in March 2022.

Greystones Community College permanent build delivery dates were discussed, and clarification was provided that as the DE are managing this project build, their provided delivery date has been input to the report. The DE have been corresponding directly to the school and the Principal has been providing this in turn to the KWETB buildings team. The Director of OSD clarified that where on the buildings report 'EDD: Estimated Delivery Date' was input, this is in the absence of an official delivery date from the DE. The Board noted dissatisfaction that the patron was not always provided updates from the DE. The Executive agreed to look into the planning permission for the temporary accommodation of Greystones Community College as it was a short-term permission.

It was noted on Cllr Patsy Glennon's behalf that he wished to acknowledge the progress on the Blessington Community College's modular accommodation units.

The request to review BIFE ongoing issues and projects was raised and a request to revisit same was noted. The next submission for the College of the Future is 12th January 2024. The FET team have engaged specialist services and the design team have been assisting in completing this submission.

Members requested details to be shared when received on the Piper's Hill College planned works following department budget approval. It was confirmed safety works, signage and pedestrian crossing upgrades are anticipated. The fence repairs have been responded to by KWETB numerous times and Principals of the campus have addressed with parents the damage to these by access through the fences.

A discussion was held on the Athy school entrance onto a busy main road, entrance practicality and health and safety concerns were noted. This entrance was deemed the better option. The Athy College permanent extension project has no further update presently.

The Brief Formulation Report for Gaelcholáiste Mháigh Nuad has been received and it was confirmed that the tender and evaluation stage which follows this will take months. The Executive thanked the Board and members for keeping the pressure from all angles on this. It is very positive for the school.

The delay to the Gaelcholáiste na Mara's additional accommodation and constraints to access on the site were discussed and assurance was given that the buildings team are actively engaging on progressing same.

School places in north west Kildare with a growing population was addressed. The Executive confirmed these areas of large populations are key focuses of the ETB and the Department. The Executive liaise with the schools of these areas, looking ahead to 2024 enrollments and planning managed solutions. In planning for contingency modular accommodations, the school management, the Executive and the buildings team will coordinate and consider requirements for the 2024 intake. The steps include application to and approval from the DE, to then seek approval from Capital Expenditure. The Executive are conscious these applications have been taking from 18 months up to 2 years for delivery.

Minute ETB 09-11-2023

No. 9 Finance Report



The Finance report outlined the ETB is in line with expectations for this point of the year, with 75% of the budget expended at end September 2023.

Minute ETB 10-11-2023

No. 10 Correspondence for the Board

10.1 Department of Education Correspondence RE Parent Representative

The CE had referred to this under matters arising earlier in the meeting. Member David O’Gorman felt the nomination approved by the Board in September 2023 should stand as ratified. The DE correspondence received clarifies that only one nominating body is recognised under the Education Act, the National Parents Council (NPC) and therefore the vacant parent representative on the ETB Board must be provided by the NPC.

Minute ETB 11-11-2023

No. 11 Members Business/Questions

11.1 Board Effectiveness Self-Evaluation via Ms Forms

The Board Effectiveness Self-Evaluation survey provided is derived from the Code of Practice for the Governance of ETBs 2019. The link for completion shall be shared via email to the Board. Some practicalities with regard to chairing were noted.

11.2 Greystones Community College – student safety crossing road

The Executive has been in contact with the County Council and the Municipal district regarding the crossing and safety concerns. The Executive are currently meeting challenge as the current Greystones Community College accommodation is deemed a temporary dwelling. Engagement is ongoing.

11.3 Pipers Hill Safety Works – progress update on campus safety works

As this item was covered in the Building’s report, members emphasised the request for details of the intended works to be provided for sharing with the local community amid the traffic management concerns.


Minute ETB 12-11-2023

No. 12 Date of next meeting

Date of next meeting;


Tuesday 23rd January at 10.30a.m. in a Wicklow location to be confirmed.

Signed:


Clr. Daragh Fitzpatrick

Chairperson of Kildare and Wicklow ETB

Date:


~~12~~ 23/01/2024