



**KWETB Board Meeting**  
**Minutes of the Board of KWETB held on Tuesday 17<sup>th</sup> September 2024 at 10.30am**  
**Hybrid Meeting**  
**Venue: FETC, Celbridge.**

**Present:** Cllr. Daragh Fitzpatrick, Cllr. Tom Fortune, Cllr. Louise Fenelon Gaskin, Cllr. Rupert Heather, Mr. Stephen Horan, Cllr. Aoife Flynn Kennedy, Cllr. Paul O’ Brien, Cllr. Claire O’Rourke, Cllr. Evie Sammon, Cllr. David Trost, Cllr. Brendan Wyse, Cllr. Nuala Killeen, Cllr. John Snell, Carol Nolan, Tom Russell, Anne Ferris, Maria Barry and Eamon O’ Flaherty.

**In attendance:** Dr. Deirdre Keyes, Ms. Áine O’Sullivan, Mr. Joe Kelly, Mr. Ken Scully, Mr. Ken Seery, Dr. Áine Murphy, Ms. Deirdre Wood

**Apologies:** Lisa Campbell

<i>Minute ETB – 01/09/2024</i>
<b>Declaration Conflicts of Interest</b>

No conflicts were declared by members.

<i>Minute ETB – 02/09/2024</i>
<b>Election of Chairperson in accordance with ETBI Act 2013</b>

The process of election of Chairperson to the Board of KWETB as set out in the ETB Act 2013 was relayed to the Board and nominations for the role of Chair were asked from the floor.

**Nominee:** Cllr. Paul O’Brien  
**Proposed by:** Cllr. Daragh Fitzpatrick  
**Seconded by:** Anne Ferris

**Nominee:** Cllr. Tom Fortune  
**Proposed by:** Stephen Horan  
**Seconded by:** Cllr. John Snell

Votes in favour of Cllr. O’Brien 11, votes in favour of Cllr. Fortune 6. There was one abstention.

Congratulations were offered to the incoming Chair. There was some discussion regarding the process of election for the previous Board.

Cllr. Paul O’Brien takes his place as the new KWETB Chairperson and thanks all members confirming that he will represent all members of the KWETB Board.

The ETB Act 2013 also allows for the position of deputy or vice Chairperson, the Standing Orders further state that KWETB has a vice Chair, therefore nominations to the role of vice Chair were asked from the floor;



## Election of Vice Chairperson

**Nominee:** Cllr. Evie Sammon  
**Proposed by:** Cllr. Aoife Flynn Kennedy  
**Seconded by:** Maria Barry

<i>Minute ETB – 03/09/2024</i>
--------------------------------

<b>Apologies, Sympathies &amp; Congratulations Leithscéalta, Comhbhrón &amp; Comhghairdeas</b>
--

- Paul Ennis Snr, father of Paul Ennis, principal of Naas Community National School.
- Padraic O'Lunaigh - former principal of St. Kevins Community College.
- Cathal Mac Oireachtaigh - teacher at Coláiste Chraobh Abhann.
- Rainsford Hendy – former Kildare County Councillor

<i>Minute ETB – 04/09/2024</i>
--------------------------------

<b>Adopting the Minutes of previous meetings – signing by Chairperson Glacadh le Miontuairiscí ó chruinnithe roimhe seo – síniú an Chathaoirigh</b>
---

4.1. the minutes of Board Meeting Tuesday 24<sup>th</sup> May 2024 at 10.30am

**Proposed by:** Cllr. Aoife Flynn Kennedy  
**Seconded by:** Cllr. Darragh Fitzpatrick  
**And agreed.**

4.1. b the minutes of the first post-election held 20th August 2024 at 10.30am

**Proposed by:** Cllr. Aoife Flynn Kennedy  
**Seconded by:** Cllr. Darragh Fitzpatrick  
**And agreed.**

4.2.c The minutes of the second post-election meeting held 20th August 2024 at 10:45am

**Proposed by:** Cllr. Paul O'Brien  
**Seconded by:** Stephen Horan  
**And agreed.**

<i>Minute ETB – 05/09/2024</i>
--------------------------------

<b>Matters arising from the minutes Nithe ag Síolrú ó na Miontuairiscí</b>
--

No matters arising



**Minute ETB – 06/09/2024**

**Chief Executive's Update**

**An Scéal is Déanaí ón bPríomhfheidhmeannach**

The CE welcomed the Board of Management and spoke briefly about the Acts and functions that were a required across the organisation along with the obligations of the Board of Management and their role as Board Members to the KWETB.

The CE introduced the Director of FET, Mr. Ken Seery, the Director of Schools Mr. Ken Scully, and the Directors of OSD, Mr. Joe Kelly and Ms. Áine O'Sullivan, each addressed the Board and spoke about the different areas and departments within the KWETB and the aims and goals of the organisation. The CE stated that during the November meeting a further briefing on the organisation of KWETB will be provided.

**Matters for approval, noting or adoption**  
**Cúrsí le faomhadh, le nótáil nó le glacadh**

**6.1. Adoption/Glacadh**

No matters for adoption today.

**6.2 Approval/Faomhadh**

A number of items for approval in this first meeting of the Board. Statutory committees and approvals were to be dealt with first. Both the Director of Schools, Mr. Ken Scully, and the KWETB Governance and Compliance Officer, Dr Áine Murphy, addressed the Board and explained the process behind the establishment of these required committees. They explained that school boards should comprise of staff (max 2), parents (max 2) and members of the KWETB Board or Board nominees (max 4). Community reps to the Boards of Management will be discussed at local BOM meetings and names put before the Board for approval at a later date.

**6.2 a. ETB Board of Management - Terms of Reference**

Ken Scully, Director of Schools briefly outlined the ToR of Boards of Management proposed. The ToR are ETB wide and further training specific to BOM role will be provided in the coming weeks and months.

**Proposed:** Cllr. Tom Fortune

**Seconded:** Stephen Horan

**Agreed.**

**6.2 b. Board of Management Nominees**

**6.2 b.1 Approval of Parents**

**6.2 b.2 Approval of Staff**



As a process had been run locally in school to identify the staff representatives and parent representatives to each school BOM, it was agreed by the Board that the names of the parents and staff representatives to these Boards would be approved on masse.

**Proposed:** Anne Ferris  
**Seconded:** Cllr. Louise Fenelon Gaskin  
**Agreed**

SCHOOL	STAFF REPRESENTATIVE	PARENT REPRESENTATIVE
<b>Ardscoil Rath Iomgháin</b>	Martin Creegan Nacola Nerney	Mark Kenna Ruth Gorey
<b>Avondale CC</b>	Elizabeth Ruth Clodagh Piggott	
<b>Blessington CC</b>	Padraig Kirby Sarah Costello	
<b>Coláiste Bhríde Carnew</b>	Robert Foster Sandra Melia	
<b>Coláiste Chill Mhantáin</b>	Aoibhe McCarthy Gillian Thornton	
<b>Coláiste Chraobh Abhann</b>	Gavin Kenny Grainne Grauer	Donal Scanlon Catherine Gammel Hughes
<b>Coláiste Ráithín</b>	Oran MacSearraigh Shauna Ní Bhaoill	Carl O'Broin Aoife Ní Bhuachalla
<b>Glenart CC</b>	Paul Kerr Anna Kavanagh	Adam Neary Marsha O'Sullivan
<b>Greystones CC</b>	Sean O'Suilleabháin Rebecca Wray	Philip Ryan Anya Llewellyn
<b>Gaelcholáiste na Mara</b>	Tiarnán De Háil Rebekah Holmes	
<b>Maynooth CC</b>	Padraig Brophy Mairéad Roe	Barry Dempsey Eimear White
<b>Maynooth PPS</b>	Tadhg Dunne Oonagh Breslin	Brian Morrissey Audrey Comiskey
<b>Naas Community College</b>	Ancel Boyce Cliona O'Sullivan	
<b>Piper's Hill College</b>	Daniel Morrissey Victoria Osarobo	Colin Burke Carla Jane Leydon
<b>St. Conleth's CC</b>	Ailis Lane	Hazel Houghton Whiteley
<b>St. Farnan's PPS</b>	Niall Kenna Tanya Flanagan	
<b>Scoil Chonglais PPS</b>	Emer Liston Wilma Murphy	Tracy O'Keefe
<b>Gael Coláiste Maigh Nuad</b>	Jenny Nig Uidhir Karen Nic Aoidh	Padraig O'Murchú Maria Ní Dhúill



### 6.2.b.3 Approval of Board reps/nominees

The Board members had been asked to express their preference of which BOM to sit on for their duration of the Board. Furthermore, principals had where appropriate, provided Expression of Interests from outgoing BOM members who would be willing to remain on School BOM should a position be available. Board members would have first preference in sitting on the BOM. Ken Scully, Director of Schools, brought the Board through the proposed Board nominees to sit on each BOM as follows;

SCHOOL	BOARD REPS/NOMINEES	PROPOSED	SECONDED
<b>Ardcoil Rath Iomgháin</b>	Maria Barry Stephen Horan Cllr. Daragh Fitzpatrick Cllr. Brendan Wyse	Cllr. Aoife Flynn Kennedy	Cllr. John Snell
<b>Athy College</b>	Maria Barry Stephen Horan Aoife Breslin	Cllr. Paul O'Brien	Anne Ferris
<b>Avondale CC</b>	Cllr. Paul O'Brien Cllr. John Snell John Byrne Cllr Peter Stapleton	Cllr. Aoife Flynn Kennedy	Cllr. David Trost
<b>Blessington CC</b>	Cllr. Rupert Heather Maria Barry Cllr. Jason Mulhall	Cllr. Tom Fortune	Cllr. John Snell
<b>Coláiste Bhríde Carnew</b>	Robert Foster Sandra Melia	Cllr. Paul O'Brien	Anne Ferris
<b>Coláiste Chill Mhantáin</b>	Aoibhe McCarthy Gillian Thornton	Cllr. Daragh Fitzpatrick	Maria Barry
<b>Coláiste Chraobh Abhann</b>	Gavin Kenny Grainne Grauer Donal Scanlon Catherine Gammell Hughes	Cllr. John Snell	Cllr. Daragh Fitzpatrick
<b>Coláiste Lorcáin</b>	Stephen Horan	Cllr. Paul O'Brien	Cllr. Tom Fortune
<b>Coláiste Ráithín</b>	Cllr. Aoife Flynn Kennedy Anne Ferris Áine Breathnach	Cllr. Paul O'Brien	Cllr. Louise Fenelon Gaskin
<b>Confey CC</b>	Cllr. Rupert Heather Cllr. Claire O'Rourke Cllr. David Trost	Cllr. Aoife Flynn Kennedy	Maria Barry
<b>Curragh PPS</b>	Stephen Horan Cllr. Daragh Fitzpatrick Mark Prendergast	Cllr. John Snell	Cllr. Tom Fortune
<b>Greystones CC</b>	Cllr. Paul O'Brien Cllr. Aoife Flynn Kennedy	Cllr. David Trost	Cllr. Nuala Killeen



	Cllr. Louise Fenelon Gaskin Cllr. Tom Fortune		
<b>Gaelcholáiste na Mara</b>	Máire Mhic Mhuiris Áine Mhic Fheorais Cian Ó Cuanacháin	Anne Ferris	Maria Barry
<b>Maynooth CC</b>	Eamonn O'Flaherty Cllr. Claire O'Rourke Lisa Campbell Cllr. David Trost	Cllr. Daragh Fitzpatrick	Cllr. Aoife Flynn Kennedy
<b>Maynooth PPS</b>	Cllr. Rupert Heather Cllr. Claire O'Rourke Lisa Campbell Cllr Nuala Killeen	Cllr. John Snell	Cllr. Tom Fortune
<b>Naas Community College</b>	Lisa Campbell Cllr. Daragh Fitzpatrick Cllr. Evie Salmon	Anne Ferris	Cllr. Louise Fenelon Gaskin
<b>Piper's Hill College</b>	Cllr. Evie Salmon Maria Barry	Cllr. Aoife Flynn Kennedy	Stephen Horan
<b>St. Conleth's CC</b>	Colm O'Gogáin Peggy Dwyer	Stephen Horan	Cllr. Daragh Fitzpatrick
<b>St. Farnan's PPS</b>	Cllr. Daragh Fitzpatrick Brendan Wyse	Cllr. Aoife Flynn Kennedy	Maria Barry
<b>Scoil Chonglais PPS</b>	Cllr. Edward Timmins Michael Brown Tom Fox	Cllr. Paul O'Brien	Anne Ferris
<b>Gael Coláiste Maigh Nuad</b>	Cllr. Claire O'Rourke Angela Feeney Bríd Firtéar Naoise Ó Cearúil	Cllr. John Snell	Maria Barry



### 6.2 c. Audit and Risk Committee - Terms of Reference

The Board were informed that the ToR of ARC were taken from the Code of Practice for the Governance of ETBs. Between 6 to 8 members, with a max of 3 Board members to be appointed.

**Proposed:** Anne Ferris  
**Seconded:** Cllr. Louise Fenelon Gaskin  
**Agreed.**

### 6.2 d. Finance Committee - Terms of Reference

The Board were informed that the ToR of Finance Committee were taken from the Code of Practice for the Governance of ETBs. Between 5 to 7 members with at least one member of the Committee not a Board member.

**Proposed:** Maria Barry  
**Seconded:** Stephen Horan  
**Agreed**

It was noted that should the new Code of Practice for the Governance of ETBs, being launched in late September, require any amendment to either ToRs these amendments will be brought back before the Board for their approval.

### 6.2 e. Audit and Risk Committee – members appointment

The Board were briefed on their options to appoint external members to the Audit and Risk Committee. The outgoing external members had expressed an interest in remaining on the ARC. Members who sat previously on the Board attested to the good work and reporting from the ARC previously and were supportive of the outgoing external members reappointment.

<b>Audit and Risk Committee</b>	<b>PROPOSED</b>	<b>SECONDED</b>
Cllr. Aoife Flynn Kennedy Maria Barry David Trost Paul McEvoy (External) Ailish Byrne (External) Kerrie Sheehan (External) Alan Richardson (External)	Cllr. Daragh Fitzpatrick	Cllr. Louise Fenelon Gaskin

### 6.2 f. Finance Committee – members appointment

Similarly, the Board were briefed on their options to appoint external members to the Finance Committee. One of outgoing external members had expressed an interest in remaining on the Committee. The experience of Debbie Howlett, former DOSD of DDLETB was also considered important addition to the role on the Finance Committee.

<b>Finance Committee</b>	<b>PROPOSED</b>	<b>SECONDED</b>
Cllr. Louise Fenelon Gaskin Lisa Campbell Cllr. David Trost Martina Robinson (External) Debbie Howlett (External)	Cllr. Tom Fortune	Cllr. Paul O'Brien



### 6.2 g BIFE – Terms of Reference

The CE noted that we are awaiting guidance from DFHERIS regarding the governance structure (composition and terms of reference) for a Board of a FET College and if it is to be constituted as a Committee of the ETB. Until such time we will not be appointing a Board of Management to BIFE. However, in the anticipation that a Committee will be established Board members/nominees can be approved to sit on same when established.

### 6.2 h. BIFE – Board of Management Nominees

BIFE	PROPOSED	SECONDED
Cllr. Tom Fortune Anne Ferris Cllr. Aoife Flynn Kennedy	Cllr. John Snell	Maria Barry

### 6.2 i. ETBI Conference attendees

The CE addressed the Board and invited members Board Members to submit their names should they wish to attend the conference. It was agreed by the Board that all members are approved to attend and any wishing to do so should communicate their names to the Board support following the meeting.

**Proposed:** Cllr. Aoife Flynn Kennedy

**Seconded:** Anne Ferris

**Agreed.**

### 6.2 j. ETBI Reserve Members forum nominee

Previous Chair of the Board and member of the ETBI Reserve members forum briefly explained the role of the forum. The Board agreed that the term of appointment to the forum should be for 2 years in the first instance.

**Nominee:** Cllr. Paul O'Brien

**Proposed:** Cllr. Aoife Flynn Kennedy

**Seconded:** Anne Ferris

**Agreed.**

### 6.2 j. IPB nominee

As a member of IPB (Irish Public Bodies) KWETB can have a representative on IPB Board. A member's engagement event is taking place on Friday 4<sup>th</sup> October.

**Nominee:** Cllr. Aoife Flynn Kennedy

**Proposed:** Cllr. Paul O'Brien

**Seconded:** Cllr. Daragh Fitzpatrick

**Agreed.**

### 6.2 k. Overdraft Facility

The CE outlined the purpose of the request, the executive was seeking the permission of the Board to write to the Minister to request permission for an overdraft facility should one be required. This is a standard annual request and the overdraft facility has not been required previously.

**Proposed:** Anne Ferris

**Seconded:** Cllr. John Snell

**Agreed.**





### 6.2 l. 2024/2025 Meeting schedule

A proposed meeting schedule was provided to the Board.

**Proposed:** Anne Ferris  
**Seconded:** Stephen Horan  
**Agreed.**

### 6.2 m. Standing Orders

The Standing Orders as provided to the Board were to remain. Should members have any observations or requests for amendments, these can be considered as and when they arise.

**Proposed:** Anne Ferris  
**Seconded:** Stephen Horan  
**Agreed.**

### 6.3 Noting/Nótáil

No items for noting.

<b><i>Minute ETB – 07/08/2024</i></b>
Risk Management Report

Director of Organisation Support and Development, Mr. Joe Kelly presented this reported, giving a brief synopsis of the process and practice of risk management in KWETB. The Audit and Risk Committee will have a key role in advising the Board on risks and risk management in KWETB.

<b><i>Minute ETB – 08/08/2024</i></b>
Buildings Report

Director of Organisation Support and Development, Mr. Joe Kelly gave a brief synopsis on the Buildings Report that had been shared with the Board Members via the Board Members SharePoint prior to the meeting. He spoke about ongoing and proposed projects such as the plans for the Bray College of Further Education/Bray College of the Future, a business case has been submitted to SOLAS 02/09/24. The works at Craddockstown were ongoing to facilitate the Special School opening at the end of September 2024. The delay to the roof works at BIFE were noted. It was confirmed that a tender for works was going tender and a process must be followed by KWETB in doing so.

The Board were also informed that a comprehensive and thorough procurement process is followed for building contracts, in line with departmental guidance, and that any increase in costs of projects are submitted to the department for approval.



**Minute ETB – 09/08/2024**

Finance Report

Director of Organisation Support and Development, Mr. Joe Kelly presented the Finance Report. The Finance Committee will play a key role in advising the Board on financial matters.

**Minute ETB - 10/08/2024**

Members Business / Questions

No questions were received.

**Minute ETB – 10/08/2024**

Date of next meeting

Tuesday 26<sup>th</sup> November 2024, location to be confirmed, but it will be a Wicklow Venue with hybrid option available

The Board were also advised that training co-ordinated through ETBI and provided by IPA will be held on Tuesday 22<sup>nd</sup> October in The Executive Suite, level 7, Aras Chill Dara, Devoy Park, Naas, Co. Kildare. The Board agreed to commence the meeting at 10am. Members were encouraged to attend in person where possible.

**Proposed:** Anne Ferris

**Seconded:** Cllr. Aoife Flynn Kennedy

**Agreed.**

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

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

26/11/24

Cllr. Paul O'Brien

Chairperson of Kildare and Wicklow ETB