



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 26<sup>th</sup> November 2024 at 10.30am**  
**Hybrid Meeting**  
**Venue: Coláiste Ráithín, Bray, Co. Wicklow**

**Present:** 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. David Trost, Carol Nolan, Tom Russell, Anne Ferris, Maria Barry, Lisa Campbell and Eamon O' Flaherty.

**In attendance:** Dr. Deirdre Keyes, Ms. Áine O'Sullivan, Mr. Ken Scully, Mr. Ken Seery, Dr Áine Murphy, Ms. Emer Roy, Ms. Catherine Byrne and Ms. Deirdre Wood.

**Apologies:** Cllr. Nuala Killeen and Cllr. Brendan Wyse.

**Absent:** Cllr. Evie Sammon, Cllr. Daragh Fitzpatrick and Cllr. John Snell



### Introduction:

Once the required quorum was confirmed, the Chair welcomed all members.

<b>Minute ETB – 01/11/2024</b>
<b>Declaration Conflicts of Interest</b>

The Chair – Cllr. Paul O’Brien addressed Board Members and asked if there were any conflicts and of interest and if so to declare.

No conflicts were declared by the Board Members.

<b>Minute ETB – 02/11/2024</b>
<b>Apologies, Sympathies &amp; Congratulations</b> <b>Leithscéalta, Comhbhrón &amp; Comhghairdeas</b>

**2.1 Apologies:** Cllr. Brendan Wyse and Cllr. Nuala Killeen

### 2.2 Sympathies:

- Jim Wadden, husband of Jacqueline Wadden who was a former Administrative Officer with KWETB.
- Patsy Guinan, father of Bosco Guinan, Deputy Principal, Coláiste Chill Mhantáin, Wicklow.
- James Ennis, father of Ciana Ennis, Deputy Principal, Athy College.
- Bill Kavanagh, Solas, formerly of the Department of Education.

The Board stood and held a minute’s silence as a mark of respect.

### 2.3 Congratulations:

The Chairperson, Cllr. Paul O’Brien and the KWETB Board congratulated the CE of KWETB, Dr Deirdre Keyes and the team at KWETB in securing the approval for the development of the Wicklow College of The Future in Bray.

<b>Minute ETB – 03/11/2024</b>
<b>Adopting the Minutes of previous meetings – signing by Chairperson</b> <b>Glacadh le Miontuairiscí ó chruinnithe roimhe seo – síniú an Chathaoirligh</b>

3.1. The minutes of Board Meeting Tuesday 17<sup>th</sup> September 2024 at 10.30am

**Proposed by:** Cllr. Tom Fortune

**Seconded by:** Maria Barry

**And agreed.**



**Minute ETB – 04/11/2024**

**Matters arising from the minutes  
Nithe ag Síolrú ó na Miontuairiscí**

Code of Practice for the Governance of ETBs 2024

The CE Dr Deirdre Keyes addressed the Board regarding the new Code of Practice for the Governance of ETBs 2024 – CI0083/2024. She confirmed that the revised Code of Practice had come into effect on the 25th of November 2024. Dr Áine Murphy confirmed that an in-dept review of the new Code of Practice will be carried out, significant changes are not anticipated but any significant changes will be brought to the Boards attention. It was confirmed that Committees of the Board have also received copies of the new Code.

**Minute ETB – 05/11/2024**

**Overview of The Strategy Statement 2024 -2029 - Draft  
Forbhreathnú ar an Ráiteas Straitéise - Dréacht**

The Director of Organisation Support and Development, Ms Áine O’Sullivan along with Ms Catherine Byrne presented a PowerPoint presentation regarding the KWETB’s Strategy Statement 2024 – 2029 called ‘Phases of Development and Emerging Themes’ to the Board. In line with legislation they said that a new 5-year Strategy Statement was required of KWETB and that instead of outsourcing the compilation of the Strategy of Statement 24-29 they wanted to adapt holistic approach by creating their own Strategy Team within the organisation in order to gather information which could be transcribed within the new Strategy Statement. To date, they confirmed that through the Strategy Team and with the support of stakeholders, they have consulted with students, learners, parents and other stakeholders, inviting them for their feedback and contributions towards the Strategy Statement. It was confirmed that the KWETB Board will have an opportunity give their input into the Strategy Statement via a MS form that will be circulated to them. Once all information and feedback has been gathered, it will be reviewed by the Strategy Team and crafted into the new Strategy Statement 24-29. The publication will be available in both English and Irish and accessible to all. It is anticipated that the Statement of Strategy will be finalised in March of 2025 and will return before the Board for formal approval. The presentation has been shared with KWETB Board Members.

**Minute ETB – 06/11/2024**

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

**6.1 Adoption/Glacadh:**

The Code of Practice for the Governance of ETBs 2024 for adoption by the Board.

**Proposed:** Cllr. Aoife Flynn Kennedy  
**Seconded:** Maria Barry

**6.2 Approval/ Faomhadh:**

## 6.2a BOM Nominees:

It was noted that the terms of reference for all of our BOMs were as adopted previously and that they were in line with the terms of reference as set out in the Education Act 1998 for schools run by VECs/ETBs.

Further to the Board Meeting of the 17.09.2024 whereby the Board members had been asked to express their preference of which BOM to sit on for their duration of the Board and were duly appointed, principals were also asked to submit interests from nominees to their Boards of Management where no Board member was available to sit along with Staff Representatives, Parent Representatives, Student Representatives (where applicable) and Community Reps.

Ken Scully, Director of Schools, brought the Board through the proposed nominees to sit on each BOM, the list is as follows;

Post Primary School	Staff Representatives	Parent Representatives	Expressions of Interest for Board nominee where no Board member is available to sit	Community Reps
Athy College	1. Olivia Daly 2. Catherine Butler	1. Steven Nicholls 2. Nicola Price		
Avondale CC		1. Cormac Doyle 2. Vivienne Bass		1. Ann Duffy
Blessington CC		1. Brian Kelly 2. Brenda Wilson	1. John Horan	1. Catherine Behan 2. Madge Tyrell
Coláiste Bhríde Carnew		1. Aidan Gregan 2. Dr Noelle O'Connor		
Coláiste Chill Mhantáin		1. Stephen Delaney 2. Aisling Seery	1. Mick Larkin	
Coláiste Chraobh Abhann			1. Deirdre Merriman 2. Ronan Keddy	
Coláiste Lorcáin	1. Denis Lyons 2. Fiona Searing	1. Jason Wilkinson 2. Suzanne Phelan		
Coláiste Ráithín				1. Roise Uí Labhraidh 2. Declan Whittle
Confey CC	1. Kevin Moriarty 2. Patricia O'Brien	1. Marina Campbell 2. Fergal Bourke		
Curragh Community College		1. Michelle Christie 2. Georgina Byrne		1. Capt Lisa McMahon 2. Cllr Pat Balfe 3. Anne Connolly
Glenart CC			1. Fabian Doyle 2. Cllr Peir Leonard	
Gaelcholáiste na Mara		1. Tara Ní hAimhirgin		
Maynooth CC				1. John Hurley 2. Clare Martin

				3. Marie Bray 4. Jonny McNulty
<b>Naas Community College</b>		1. Lloyd O'Rourke 2. Emma McCarthy		1. Cllr Anne Breen 2. Simon Fullam 3. Deirdre O'Donovan
<b>Piper's Hill College</b>				1. Dave Cahill 2. Joe Howell 3. Sarah Barry
<b>St. Conleth's CC</b>	1. Gary Evans	1. Arvind Kumar Padmanabhan		1. Kieran Conway 2. Peter Hussey
<b>St. Farnan's PPS</b>		1. David Hayes 2. Joanna Ward	1. Eileen O'Sullivan	
<b>St. Kevin's CC</b>		1. David Scally 2. Dayna O'Reilly	2. Avril Cronin	
<b>Scoil Chonglais PPS</b>		1. Terry Crampton		1. Tracy O'Keefe 2. Olha Dekhtiarchuk

<b>Further Education College</b>	<b>Staff Representatives</b>	<b>Student Representatives</b>	<b>Expressions of Interest for Board nominee where no Board member is available to sit</b>	<b>Community Reps</b>
<b>Bray Institute of Further Education</b>	1. Sean Cryan 2. Janice Walsh	1. Conor Brown 2. Kaya Galvin Foy		1. Shay Fitzmaurice 2. Rory Benville 3. Tracy O'Brien

<b>Community National Schools or Special Schools</b>	<b>BOARD REPS/NOMINEES</b>
<b>Brannoxstown Community National School</b>	1. Carol Nolan
<b>Craddockstown Special School</b>	1. Maria Barry 2. Carol Nolan

**Further changes and clarification sought regarding previously agreed school Boards of Management as of the Board Meeting – 17.09.2024**

- Stephen Horan to step down from the Board of Management at Ardscoil Rathangan due to time and schedule constraints.
- Clarification sought by Cllr. Claire O'Rourke to confirm that she is a member of the Board of Management at Maynooth Community College. **Confirmed.**
- Lisa Campbell sought clarification regarding her appointment to the Maynooth Community College Board of Management. **Confirmed.**

As a process had been run locally in schools to identify the Staff Representatives, Parent Representatives, Community Representatives and Student Representatives to each school BOM, it was agreed by the Board that the names of the parents, staff, student and community representatives and remaining Board nominees to these Boards would be approved on masse.



**Proposed:** Stephen Horan  
**Seconded:** Cllr. Louise Fenelon Gaskin  
**Agreed.**

**6.2.b Chair of the Audit and Risk Committee:**

**Nominee:** Mr Paul McEvoy  
**Proposed:** Maria Barry  
**Seconded:** Cllr. Aoife Flynn Kennedy  
**Agreed.**

**6.2.c Chair of the Finance Committee:**

**Nominee:** Lisa Campbell  
**Proposed:** Cllr. Aoife Flynn Kennedy  
**Seconded:** Stephen Horan  
**Agreed.**

**6.2.d. Overdraft facility – step 2**

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:** Maria Barry  
**Seconded:** Cllr. Paul O'Brien  
**Agreed.**

**6.2.e. Transfer of Land:**

In the absence of the Director of Organisation Support and Development, Mr. Joe Kelly, APO of the Buildings and Procurement Department, Ms. Emer Roy gave a brief synopsis on the transfers of land that were required. It was confirmed that the Celbridge Commons Site was deemed as a flood risk and unsuitable for the development of a new school when planning permission was sought in 2013, an alternative site had been used for the construction of Celbridge Community School. The now unused Celbridge Commons Site was therefore a risk to the organisation and that transfer back to the Minister of Education was required. Ms. Roy also confirmed that the transfer of 5.27 sqm of land within Naas community College grounds, which consists of a substation, is required of the KWETB to the ESB.

**Celbridge Commons Site to the Minister of Education**

**Proposed:** Maria Barry  
**Seconded:** Rupert Heather  
**Agreed.**



### **ESB Substation located at Naas Community College**

**Proposed:** Stephen Horan  
**Seconded:** Cllr. Paul O'Brien  
**Agreed.**

### **6.2.f. Leases**

Ms. Emer Roy, APO, Buildings and Procurement, gave a brief synopsis on leases which were up for renewal and required the Boards approval. Ken Seery, the Director of FET stated that the Celbridge Unit at the M4 Business Park in Celbridge was located on the upper floor and was a replacement for Youthreach, Leixlip. Ms. Roy also advised that a further lease in Jigginstown, Naas, which is where the Naas Adult Guidance Services are located was also being presented to the Board for approval. This lease is for a duration of 10 years. The final lease that was presented was for the KWETB Administrative Offices at Wentworth Place, Wicklow Town. A 15-year lease with a break clause option. Ms. Roy advised that the break clause option was important as KWETB hoped to find another more energy efficient building for the Wicklow Admin Offices in the coming years.

#### **Heads of Terms-Celbridge-Unit 13, M4 Business Park, Celbridge, Co. Kildare**

**Proposed:** Cllr. Paul O'Brien  
**Seconded:** Stephen Horan  
**Agreed.**

#### **Jigginstown Commercial Centre, Naas, Co. Kildare - Lease 2023**

**Proposed:** Cllr. Aoife Flynn Kennedy  
**Seconded:** Maria Barry  
**Agreed.**

#### **Wentworth Office, Wicklow Town - Lease 2024**

**Proposed:** Cllr. Paul O'Brien  
**Seconded:** Maria Barry  
**Agreed.**

### **6.2.g. Charities Compliance form**

Dr Áine Murphy addressed the Board, she noted that KWETB must be compliant with the Charities Governance Code. Under the Charities Governance Code, all registered charities are required to complete the Charities Compliance Record Form every year.

**Proposed:** Maria Barry  
**Seconded:** Cllr. Louise Fenelon Gaskin  
**Agreed.**

### **6.3 Noting/Nótáil:**



### 6.3.a. Finance Committee Report

The Chairperson of the Finance Committee, Lisa Campbell, presented the Finance Committee Report to the Board. She noted that they were forecasting an overspend of €600,000 within the FET provision. This had arisen mainly due to pay increases and increases in training allowances. She said that the funding issuing by SOLAS had been confirmed in May 2024, the FC were advised. She said that this issue was across the sector with this being the first time KWETB anticipated an overspend and that the organisation was actively working to save costs in other areas in order to reduce the overspend. The Finance Committee Chair also spoke about the Corporate Procurement Plan and MAPP analysis that had been presented to the committee for their information, this identifies areas for procurement activity in the coming year.

The CE, Dr Deirdre Keyes reiterated that the overspend within the FET was not just KWETB but that it had affected other ETBs. The training and pay increases had not been considered by SOLAS and that these were a contributing factor. She confirmed that the overspend will have to be managed by the KWETB and that a meeting had been organised with SOLAS in order to discuss this matter further.

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

Board Members were asked to comment on the Audit and Risk Committee Report, no further questions were put forward. Cllr. Aoife Flynn Kennedy, a member of the ARC Committee, praised the training provided to the new ARC Committee, Maria Barry, also a member of the ARC Committee agreed.

### 6.3.c. Corporate Procurement Plan

Emer Roy, the APO of Buildings and Procurement to discuss the KWETB Corporate Procurement Plan, which had been shared with KWETB Board Members. The CPP was noted by the Board.

### 6.3.d. KWETB Boards of Management Minutes [1 min]

Ken Scully addressed the Board, to say that a school term minutes reminder would be required and that reminder would be sent out to all school BOMs at the end of December. BOM minutes are for noting by the Board.

<b><i>Minute ETB – 07/11/2024</i></b>
<b>Risk Management Report</b> <b>Tuairisc um Bhainistíocht Riosca</b>

The Risk Management Report was present to the Board, no changes to risk ratings were noted.

<b><i>Minute ETB – 08/11/2024</i></b>
<b>Buildings Report</b> <b>Tuairisc faoi chúrsaí tógála agus foirgnimh</b>

In the absence of the Director of Organisation Support and Development, Mr. Joe Kelly, APO of the Buildings and Procurement Department, Ms. Emer Roy 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.

Ms. Roy spoke about the approval by SOLAS for KWETB to proceed to the next stage in developing the Wicklow College of the Future in Bray, the ongoing internal refurbishment works at Craddockstown Special





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School and the scheduled fit out of the KWETB Admin Office in Millennium Park, Naas commencing in January 2025. Clarity was sought regarding improvement works for the car park in Athy FET Centre, it was confirmed that these works would be addressed with other projects in 2025. Information was sought in relation the extension at Blessington Community College, it was advised that the Design Team were currently progressing the drawings for the Stage 2b submission in February 2025.

<b>Minute ETB – 09/11/2024</b>
<b>Finance Report Tuairisc Airgeadais</b>

The Finance Report outlined the ETB is in line with expectations for this point of the year, with 86% of their total budget expended, excluding capital, up to 31<sup>st</sup> October 2024.

<b>Minute ETB - 10/11/2024</b>
<b>Correspondence – For the Board Comhfhreagras – Don Bhord</b>

No correspondence.

<b>Minute ETB - 11/11/2024</b>
<b>Members Business / Questions Gnó/Ceisteanna na mBall</b>

No questions received.

It was clarified to Board members that should they have a specific question or matter to raise at the Board meeting, it should be sent to the Chair of the Board in advance of the meeting for consideration for inclusion on the Board agenda. The Board does receive a 3-week reminder of an upcoming meeting at which point any questions can be sent.

<b>Minute ETB – 12/11/2024</b>
<b>Date of next meeting Dáta an chéad chruinnithe eile</b>

Tuesday, 28th January 2025 at 10.30am. A venue is to be confirmed.

Signed: 

Date: 28 - 1 - 25

Cllr. Paul O'Brien

Chairperson of Kildare and Wicklow ETB