



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 28<sup>th</sup> January 2025 at 10.30am**  
**Hybrid Meeting**  
**Venue: Pipers Hill College, Naas, Co. Kildare.**

**Present:** Cllr. Paul O'Brien, Cllr. Tom Fortune, Cllr. Louise Fenelon Gaskin, Cllr. Rupert Heather, Cllr. John Snell, Cllr. Aoife Flynn Kennedy, Cllr. Claire O'Rourke, Cllr. Brendan Wyse, Cllr. Nuala Killeen, Cllr. Daragh Fitzpatrick, Cllr. Evie Sammon, Ms. Carol Nolan, Ms. Maria Barry, Ms. Lisa Campbell, Ms. Elaine Finnerty and Mr. Stephen Horan.

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

**Apologies:** Cllr. David Trost, Mr. Eamon O'Flaherty and Ms. Anne Ferris

**Absent:** Mr. Tom Russell



### Introduction:

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

<b>Minute ETB – 01/01/2025</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 – 02/01/2025</b>
<b>Apologies, Sympathies &amp; Congratulations Leithscéalta, Comhbhrón &amp; Comhghairdeas</b>

**2.1 Apologies:** Cllr. David Trost, Ms. Anne Ferris and Eamon O’Flaherty

### 2.2 Sympathies:

- Derek Casey - father of Laura Casey, Deputy Principal of Coláiste Chill Mhantáin
- Yvonne Snell - sister-in-law of Cllr. John Snell.

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

<b>Minute ETB – 03/01/2025</b>
<b>Adopting the Minutes of previous meetings – signing by Chairperson Glacadh le Miontuairiscí ó chruinnithe roimhe seo – síniú an Chathaoirligh</b>

**3.1** The minutes of Board Meeting Tuesday 26<sup>th</sup> November 2024 at 10.30am

**Proposed by:** Ms. Maria Barry  
**Seconded by:** Cllr. Aoife Flynn Kennedy  
**And agreed.**

<b>Minute ETB – 04/01/2025</b>
<b>Matters arising from the minutes Nithe ag Síolrú ó na Miontuairiscí</b>

No matters arising.

<b>Minute ETB – 05/01/2025</b>
<b>Chief Executives / Directors Update [5 min] An Scéal is Déanaí ón bPríomhfheidhmeannach</b>

The CE addressed the Board with a brief update on ongoing matters. She confirmed that work was underway on the Statement of Strategy for 2025, with plans for it to be presented at the March Board meeting. The CE

also noted that the KWETB Annual Financial Statements were submitted in December. Additionally, she highlighted that ETB Week 2025, a national event showcasing Ireland’s 16 Education and Training Boards and the diverse education, training, and youth services they offer to learners of all ages, is scheduled to take place in March. She emphasised that this event had proven to be highly positive for all involved.

Mr. Ken Scully, Director of Schools, addressed the Board to provide an update. He referred to discussions held at the December 2023 meeting regarding the creation of a special school. He reported that, just 10 months later, on 30th September, Craddockstown Special School opened its doors to 24 children. Mr. Scully shared that, just prior to the Christmas holidays, the school held an open day, during where he had the opportunity to meet with both students and teachers. He described the day as wonderful and expressed hope for further expansion in the future.

Mr. Ken Seery, Director of Further Education and Training, addressed the Board to provide an update on sustainability initiatives within KWETB. He shared that Green Teams would be established at KWETB locations across Kildare and Wicklow. These teams will focus on aligning with the Climate Action Plan, in accordance with the Climate Act 2021, with the primary goal of reducing greenhouse gas emissions by 50% by 2030.

Ms. Áine O’Sullivan, Director of OSD for HR and Corporate Services, provided an update on the current staffing within KWETB. She confirmed that the Recruitment Department was already preparing for this year’s teacher recruitment, with a recruitment plan in place. She also highlighted another key initiative of the HR Department, the rollout of a Staff Disability and Inclusion Survey, which was issued to all KWETB staff on 27th January. To date, there had been a high response rate. Additionally, Ms. O’Sullivan mentioned that she was working on the Statement of Strategy and hoped to present it at the next meeting.

Mr. Joe Kelly, Director of OSD for Buildings, Procurement, Finance and ICT, addressed the Board and stated that his departments were actively working on the objectives and deliverables outlined for his area. He confirmed that all relevant updates would be provided within the Finance and Buildings Report, which he would be discussing with the Board later in the meeting.

<i>Minute ETB – 06/01/2025</i>
<b>Matters for approval, noting or adoption</b> <b>Cúrsí le faomhadh, le nótaíl nó le glacadh</b>

**6.1 Adoption/Glacadh:**

Nothing for adoption.

**6.2 Approval/ Faomhadh:**

**6.2a BOM Nominees:**

Further to the Board meetings held on 17th September 2024 and 28th November 2024, Board members were asked to express their preferences regarding which Board of Management (BOM) to sit on for the duration of their term. Additionally, principals were requested to submit the interests of nominees for any Boards of Management where no Board member was available to sit, along with nominees for Staff Representatives, Parent Representatives, Student Representatives (where applicable), and Community



Representatives. Furthermore, the Archdiocese, as patrons of the KWETB Community Colleges, was contacted to submit their nominees to these boards.

Mr. 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
Ardcoil Rath Iomgháin			1. Sr Bernadette Sheerin	1. Anthony Lynch 2. Clare Breen
Coláiste Bhríde Carnew				1. Trevor Matthews 2. John Naylor 3. Fiona Redmond
Coláiste Chill Mhantáin			1. Ray St. John (Arch) 2. Noreen de Hora (Arch) 3. Susan Hill (Arch)	
Coláiste Chraobh Abhann				1. Helen Larkin
Coláiste Lorcáin			1. Margaret Kinsella (Arch)	
Confey CC			1. Marion Lyons (Arch) 2. Paula Scully (Arch) 3. Eileen Brangan (Arch)	
Glenart CC				1. Patricia Bracken

Community National Schools or Special Schools	Staff Representatives	Board Reps / Nominees
Craddockstown Special School	Cristina Burmudez	1. Paul McInerney 2. Shonagh O'Toole

**Proposed:** Mr. Stephen Horan  
**Seconded:** Ms. Maria Barry  
**Agreed.**



**6.2.b Appointment of male member from the National Parents Council – NPC, in accordance with Section 30 (10) of ETB Act 2013.**

**Nominee:** Mr. John Cullen

**Proposed:** Cllr. Paul O’Brien

**Seconded:** Cllr. John Snell

**6.3 Noting/Nótáil:**

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

The Audit and Risk Committee Report was provided to the Board. Board Members were asked to comment on the Audit and Risk Committee Report, no further questions were put forward.

**6.3.b KWETB Boards of Management Minutes [1 min]**

Mr. Ken Scully addressed the Board regarding the submission of minutes from School Boards of Management. He confirmed that five sets of minutes are to be submitted from each School Board of Management per school year.

<i>Minute ETB – 07/01/2025</i>
<b>Risk Management Report</b> <b>Tuairisc um Bhainistíocht Riosca</b>

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

<i>Minute ETB – 08/01/2025</i>
<b>Buildings Report</b> <b>Tuairisc faoi chúrsaí tógála agus foirgnimh</b>

The Director of OSD, Mr. Joe Kelly, addressed the Board regarding the Building Report for December 2024 – January 2025, which had been shared with Board Members via the Board Members SharePoint prior to the meeting. He provided a brief overview of the report, highlighting several key updates on ongoing projects. Mr. Kelly confirmed that the Stage 2B submission for Athy Community College was sent to the Department of Education for approval on 13th December 2024. He informed the Board that the tender for the main contractor for Kilbride Campus was issued to the list of pre-qualified contractors on 15th January 2025, with the tender process scheduled to close on 17th February 2025. Mr. Kelly also discussed the tender report for the appointment of the contractor and furniture supplier for the fit-out of the new head office, which was submitted to the Department for approval on 8th January 2025 and is currently awaiting approval. He confirmed that Expressions of Interest for the installation of solar panels on 20 KWETB schools had been submitted to the Department as part of the nationwide Schools Photovoltaic Programme, with further engagement expected in the coming weeks. Additionally, a Notification of Decision to Grant Permission for St. Farnan’s Community College was issued by Kildare County Council on 13th December 2024. Mr. Kelly also confirmed that KWETB has secured funding to carry out a feasibility study addressing safety concerns resulting from traffic congestion on the Pipers Hill Campus.



**Minute ETB – 09/01/2025**

**Finance Report  
Tuairisc Airgeadais**

The Finance Report had been shared with Board Members via the Board Members SharePoint prior to the meeting. It outlined that the KWETB have expended 107% of their total budget, excluding capital, up to the 31<sup>st</sup> December 2024 which is in line with expectations. Capital includes a surplus carried forward of €11.4M which is why spend to date is at 49%. Excluding capital total overall spend is in line with expectations.

**Minute ETB - 10/01/2025**

**Correspondence – For the Board  
Comhfhreagras – Don Bhord**

No correspondence.

**Minute ETB - 11/01/2025**

**Members Business / Questions  
Gnó/Ceisteanna na mBall**

No questions received.

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

Board members were reminded to submit their annual Ethics Declarations prior to 31<sup>st</sup> January and to avail of Board training provided via ETBI to support them in their role on the Board.

Further information in relation the claiming of T&S through Core will also be provided in due course. Members were asked to complete a form to ensure they are registered correctly on the system

**Minute ETB – 12/01/2025**

**Date of next meeting  
Dáta an chéad chruinnithe eile**

Tuesday, 25th February 2025 at 10.30am. This will be an online meeting, with a limited agenda for approval of the Draft Annual Service Plan 2025.

Signed: Paul O'Brien

Date: 4/3/25

**Cllr. Paul O'Brien**

**Chairperson of Kildare and Wicklow ETB**