



KWETB Board Meeting

Minutes of the Board of KWETB held on Tuesday 23rd September 2025

Time: 10.30am

**Location: Ar líne/online / Newbridge FETC, 2nd Floor, Áras Sláinte, Station Rd,
Newbridge, Co. Kildare, W12 XD45.**

Present: Cllr. Evie Sammon, Cllr. Tom Fortune, Cllr. Louise Fenelon Gaskin, Cllr. Daragh Fitzpatrick, Cllr. David Trost, Cllr. Rupert Heather, Cllr. Avril Cronin, Ms. Carol Nolan, Ms. Maria Barry, Ms. Lisa Campbell, Ms. Elaine Finnerty, Mr. Eamon O'Flaherty, Mr. John Cullen, Mr. Stephen Horan and Ms. Anne Ferris.

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

Apologies: Cllr. Paul O'Brien and Cllr. Claire O'Rourke

Absent: Cllr. Brendan Wyse, Cllr. John Snell, Cllr. Nuala Killeen and Tom Russell.



Introduction:

Once the required quorum was confirmed, the Deputy Chair, Cllr. Evie Sammon, standing in for the Chair, Cllr. Paul O'Brien, who was unable to attend, welcomed all members of the Board and proceeded to conduct the meeting

Minute ETB - No. 01
Declaration Conflicts of Interest

The Chair, Cllr. Evie Sammon addressed Board Members and asked if there were any conflicts of interest and if so to declare.

No conflicts were declared by the Board Members.

Minute ETB – No. 02
Apologies, Sympathies & Congratulations Leithscéalta, Comhbhrón & Comhghairdeas

2.1 Apologies: Cllr. Paul O'Brien and Cllr. Claire O'Rourke

2.2 Sympathies:

- **Sylvester Thomas Holland** - father of Eileen Gallagher, a teacher within Scoil Chonglais.
- **Martha Nolan** - daughter of Elma Nolan, a teacher within Scoil Chonglais.
- **Linda Smith** - sister of KWETB's Director of Schools - Ken Scully.
- **Cllr. Patrick Gerard Murphy** - former President of ETBI and member of Cork ETB.

The Chair invited the Board to observe a one-minute's silence as a mark of respect to those recently deceased.

Minute ETB - No. 03
Adopting the Minutes of previous meetings – signing by Chairperson Glacadh le Miontuairiscí ó chruinnithe roimhe seo – síniú an Chathaoirligh

3.1. The minutes of Board Meeting Tuesday 8th July 2025 at 10.30am

Proposed by: Maria Barry
Seconded by: Cllr. Avril Cronin
And agreed.

Minute ETB – No. 04
Matters arising from the minutes Nithe ag Síolrú ó na Miontuairiscí

4.1 No matters arising.



Minute ETB – No. 05

**Chief Executives Update
Nuashonrú Príomhfheidhmeannaigh**

The Chief Executive, Dr Deirdre Keyes welcomed the Board and provided a synopsis on recent and arising events associated with KWETB.

The CE confirmed that the Minister for Education and Youth, Helen McEntee and Dr Richard Hogan would be speakers at the upcoming ETBI conference in October in which members of the Board were welcome to attend. She also noted that she will chair a session at the event on the National Convention on Education.

In relation to the KWETB Strategy Launch, Dr. Keyes confirmed that a date had been confirmed for its launch, Tuesday, 4th November, at the Merritt Centre in Naas. All Board members are invited, and some students and teachers would be participating in the event. She confirmed a formal invite to Board members would be issued at a later date.

Dr. Keyes provided an overview of the Post-Primary Recruitment campaign, which ran throughout the summer. As a result of the campaign, she confirmed that 257 teaching posts, 36 non-teaching posts, and 30 AP posts had been filled. The Chief Executive also announced two new Principal appointments. Ms. Maria Marrum, formerly of Laois/Offaly ETB, has been appointed Principal of Athy College following the recent retirement of Mr. Richard Daly. Deaglán O’Laoire, formerly Principal of Coláiste Ráithín, Bray, has been appointed Principal of Gaelcholáiste na Mara in Arklow, with recruitment currently underway to fill his previous position. In addition, a total of 36 posts were filled across OSD and FET. Dr Keyes noted that KWETB now employed approximately 3,000 staff across Kildare and Wicklow.

It was confirmed that OSD staff had recently attended training on Code of Governance for ETBs which had been presented by the IPA.

The Chief Executive confirmed that, following a recent submission to the Department of Education and Youth in response to the 2025 call for new UBU – Your Place Your Space services, funding was allocated in Budget 2025 for the establishment of ten new UBU services. Following an assessment of the applications received, the Department has confirmed that KWETB’s submission proposing a new UBU service in the Newbridge area has been approved for funding.

Dr. Keyes noted that, following the recent announcement by the Minister for Education, Helen McEntee, regarding the national rollout of a survey on school reconfiguration and patronage to parents, ETBs needed to remain aware of the potential implications. She highlighted that there is a possibility that KWETB could become patrons of additional primary schools as a result of this process, reflecting the organisation’s ongoing expansion.

Minute ETB – No. 06

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

6.1 Adoption/Glacadh:

N/A



6.2 Approval:

6.2.1 Request for Sanction to apply for the Overdraft Facility – Step 1

The Board is requested to sanction the Chief Executive to write to the Minister requesting permission to obtain an overdraft facility, and thereafter to write to the bank for an overdraft facility, if required.

Proposed: Cllr David Trost

Seconded: Mr. Stephen Horan

Agreed.

6.2.2 Heads of Terms - Licence for use - prefabs at Brannockstown Baptist Church.

The Director of Schools, Mr. Ken Scully, informed the Board that, following the allocation of 18 additional school places, contingency arrangements had been implemented to ensure all students were comfortably accommodated until the new classrooms were completed. He confirmed that two prefabricated units had been installed at the rear of Brannockstown Baptist Church to facilitate this temporary arrangement.

Proposed: Ms. Maria Barry

Seconded: Mr. Stephen Horan

Agreed.

6.2.3 Posts of Responsibility Interview Boards.

The Director of OSD, Ms. Áine O'Sullivan, addressed the Board in relation to the interview panels for Posts of Responsibility. She advised that, in the absence of a Board member to sit on these interview panels, it was necessary to maintain a Board approved list of nominees from which to draw. Ms. O'Sullivan confirmed that such a list is already in place and proposed the addition of Mr. Richard Daly, recently retired Principal of Athy College. She then outlined the full list of approved nominees, including the addition of Mr. Richard Daly.

- **Rosaleen O'Neil** - Retired Principal-Avondale Community College KWETB
- **Rory O'Toole** - Retired Director of Schools KWETB
- **Mary Kenny** - Former Principal Glenart and Retired Education Support Officer for KWETB
- **Eddie Collins** - Retired Principal, St. Farnan's PPS KWETB
- **Patricia Gurhy** - Retired Principal, Scoil Chonglais KWETB
- **Veronica McDermott** - Retired Principal-Loreto College, Swords KWETB
- **Treasa Lowe** - Former CNS Principal for DDLETB and REALT Coordinator
- **Linda Dunne** - Retired Principal, Colaiste Bhríde KWETB
- **Richard Daly** – Retired Principal, Athy College, KWETB

Proposed: Ms. Maria Barry

Seconded: Ms. Elaine Finnerty

Agreed.



6.2.4 Charities Compliance Form 2024

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: Cllr. Darragh Fitzpatrick

Seconded: Mr. Eamon O’Flaherty

Agreed.

6.2.5 School Board of Management Representatives / Nominees

The Director of Schools, Mr Ken Scully addressed the Board to confirm that two additional nominees had been put forward for Piper’s Hill College, School Board of Management -

- **Parent Representative** – Mr. Eugene O’Brien
- **Community Representative** – Mr. Colin Burke

Proposed: Ms. Maria Barry

Seconded: Cllr. Evie Sammon

Agreed.

6.3 Noting / Notáil:

6.3.1. KWETB Board of Management Minutes –

Mr. Ken Scully, Director of Schools, addressed the Board to inform them that links to the School Board of Management minutes are accessible via the link provided on the agenda page of the KWETB Board SharePoint. He confirmed that, due to the schools’ summer break, the minutes from the May meetings of the school boards are currently being submitted and uploaded for Board Members to view.

6.3.2 Finance Committee Report

Cllr. Louise Fenelon Gaskin, a member of the Finance Committee, addressed the Board and confirmed that the link to the latest Finance Committee Report had been made available for the Board’s review through the KWETB Board meeting agenda page in advance of the meeting.

She further noted that the minutes of the Finance Committee meeting held on 13th May 2025 were not approved at the most recent meeting, as some of the committee members present had not attended the May meeting and these will be approved at the next Finance Committee meeting.

Cllr. Louise Fenelon Gaskin then provided a brief synopsis of the report.

6.3.3 Audit and Risk Committee Report

Ms. Maria Barry spoke on behalf of the Audit and Risk Committee (ARC). She noted that the Committee’s most recent report had been shared with Board Members in advance of the meeting via a link included on the agenda page. She confirmed the minutes to the Committee meeting dated the 16th September had been

approved and that the Committee had welcomed its newest member, Cllr. Rupert Heather, to their latest meeting.

<i>Minute ETB – No. 07</i>
Risk Management Report

The Risk Management Report had been attached to the agenda for all Board Members to review. The Executive addressed Board Members to confirm that one risk had been parked, C014/SCH/OSD - protocols between funders/oversight bodies and ETBs are now in place ensuring ETB's now have effective internal controls in place. There was no further change to risk ratings to report.

<i>Minute ETB – No. 08</i>
Capital Programme Report

The Director of OSD, Mr. Joe Kelly, addressed the Board regarding the Capital Programme Report for September 2025, which had been circulated to the Board Members via SharePoint prior to the meeting. He provided a summary of key project updates as follows:

Regarding the Kilbride Campus, a letter of approval had been received from the Department of Education and Youth to issue a Letter of Intent to the main contractor. The requested paperwork has now been received and was under review by the Design Team.

An update was provided on the KWETB Head Office in Millennium Park, Naas, it was confirmed that all fit-out works had been fully completed with staff working from the office.

The Executive provided a further update on St. Farnan's, Prosperous. It was confirmed that works were ongoing for the refurbishment of the additional modular accommodation for the school. A contingency 2 classroom unit which had been provided in August will be removed when the modular accommodation works are completed.

BIFE Roofing Upgrade and Modular Accommodation – The Executive reported that the tender summary for the appointment of the roofing contractor was submitted to SOLAS on 12.03.2025 and that SOLAS had confirmed that the report is still with DHERIS for consideration. In relation to the modular accommodation, SOLAS has requested the Design Team to prepare and submit a revised schedule of accommodation for the proposed modular units.

The Executive confirmed that the Blessington Community College Stage 2B report is currently being finalised by the Design Team and is expected for final internal review on the 30.09.2025. Once final approval has been received by the Principal and the Chief Executive, it will be submitted to the Department of Education and Youth for approval.

The Executive provided a further update on the Schools Photovoltaic Programme Installation of PV panels across 16 KWETB schools, to date, 13 had now been completed.



The Executive confirmed that approval has been received from the Department of Education and Youth to proceed with the development of a Stage 1 Level Design cost report for Phase 2 of the campus traffic safety works. A traffic survey has recently been carried out on the campus to inform this stage of the project.

Minute ETB – No. 09
Finance Report Tuairisc Airgeadais

The Finance Report was linked to the meeting agenda via the Board member SharePoint page in advance of the Board meeting. The Executive confirmed that figures were in line with the expected spend at this time of the year and that there were no additional updates to report.

Minute ETB – No. 10
Correspondence for the Board Comhfhreagras – Don Bhord

No correspondence received.

Minute ETB – No. 11
Members Business / Questions Gnó/Ceisteanna na mBall

The following question was raised by members, and a link to the question and response was provided within the agenda:

1. Question received from KWETB Board Member Cllr Rupert Heather on behalf of Blessington Community College Board of Management regarding school extension -

Can I raise the issue of the timeline for the start of construction of the new school build for Blessington CC.

Both the Parent's Association and the School Board have raised concerns over the estimated start time of the new school build of May 2026. The board is concerned that school places will be affected by delays in the proposed development as one of the main school buildings is due for demolition in the first phase of the construction. This will remove three classrooms.

Therefore, would it be possible to seek clarity on the proposed timeline for construction and the contingency plan for these three classrooms?

Response from KWETB Capital Programme Management office:

The Design team cannot comment on the timeline for construction as this is an estimated date with various dependencies and approval stages required.

The demolition of the 3-classroom block during Phase 1 has been included on the drawings since the development of the Stage 2a drawings and the school Principal is fully aware of same. It is a matter for the school to effectively utilise the available school accommodation throughout the construction stage of the project as agreed with the principal at stage meetings.



BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARA AGUS CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

Minute ETB – No. 12

Date of next meeting
Dáta an chéad chruinnithe eile

The Chair, Cllr. Evie Sammon confirmed that the next board meeting will take place on Tuesday, 25th November, at 10.30AM. The location is to be confirmed.

Signed: _____

Date: _____

25/11/25

Cllr. Paul O'Brien

Chairperson of Kildare and Wicklow ETB