



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

KWETB Board Meeting

Minutes of the Board of KWETB held on Tuesday 25th November 2025

Time: 10.30am

Location: Ar líne/online / KWETB Kildare Head Office, Chestnut House, Millennium Park, Naas, Co. Kildare, W91 FH6T.

Present: Cllr. Paul O'Brien, Cllr. Evie Sammon, Cllr. Tom Fortune, Cllr. Louise Fenelon Gaskin, Cllr. Daragh Fitzpatrick, Cllr. Rupert Heather, Cllr. Claire O'Rourke, Cllr. Avril Cronin, Cllr. Brendan Wyse, Cllr. John Snell, Cllr. Nuala Killeen, Ms. Carol Nolan, Ms. Elaine Finnerty, Mr. Eamon O'Flaherty and Mr. John Cullen.

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

Apologies: Cllr. David Trost, Ms. Maria Barry, Ms. Lisa Campbell, Mr. Stephen Horan and Ms. Anne Ferris

Absent: Tom Russell.



Introduction:

Once the required quorum was confirmed, the Chairman, Cllr. Paul O'Brien, welcomed all members of the Board and proceeded to conduct the meeting.

Minute ETB - No. 01
Declaration Conflicts of Interest

The Chair, Cllr. Paul O'Brien 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. David Trost, Ms. Maria Barry, Ms. Lisa Campbell, Mr. Stephen Horan and Ms. Anne Ferris

2.2 Sympathies :

- **Patrick Joseph (PJ) Donoghue** - father of Principal Pdraig Donoghue, Coláiste Chill Mhantáin and father-in-law of teacher Jacinta Donoghue, Coláiste Bhríde.
- **Jim Finucane** - Former Chairman of Kerry Education and Training Board and Kerry County Council.
- **Patrick (Paddy) O'Brien** - Uncle of KWETB's Board Chairman, Cllr Paul O'Brien.

The Chair invited the Board to stand for a 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 23rd September 2025 at 10.30am

Proposed by: Cllr. Avril Cronin
Seconded by: Ms Elaine Finnerty
And agreed.

Minute ETB – No. 04
Matters arising from the minutes Níthe 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 of recent and forthcoming events within KWETB.

Dr Keyes reported on the launch of the KWETB Strategy Statement 2025 - 2029. The Chief Executive outlined that the event was attended by Board members, staff, learners and employers and featured contributions from both learners and employers. Music Generation Kildare arranged and provided the music for the event. Dr Keyes expressed her appreciation to all involved in organising the event, to those who attended and contributed, and to the Board for their continued support throughout the development of the Strategy.

The Chief Executive also spoke about KWETB's ongoing commitment to Equality, Diversity and Inclusion and referred to the recent celebration at which staff who completed the online Equality and Human Rights in the Public Service modules, delivered by IHREC were presented with certificates. She noted that sixty-eight staff completed the module this year, bringing the total number of certified KWETB staff to approximately one hundred and thirty.

The Board was informed of the upcoming visit of the Minister for Further and Higher Education, Research, Innovation and Science, James Lawless, to CELTEC, KWETB's training facility in Celbridge focused on advanced manufacturing and technical education. Dr. Keyes advised that any Board member who wished to attend the visit would be welcome to do so.

Dr. Keyes also noted the upcoming retirement event, which will be held to acknowledge and thank former employees who have retired during the year. The event will recognise their dedicated service and the significant contribution they have made to KWETB over the course of their careers.

The Chief Executive mentioned the recent ETBI conference, which some Board members attended, with members advising how beneficial they found speakers from the Department in particular. The Chair advised that Dr. Keyes was a guest speaker at the event and represented KWETB in the highest regard.

Dr Keyes further noted two new school principal appointments and offered her congratulations to both appointees; Mary Marum, newly appointed Principal of Athy College, and Siobhán Ní Loinsigh, appointed Principal of Coláiste Ráithín, Bray.

The Board was provided with an update on FET. The Chief Executive advised that current projections indicate the FET budget will conclude the year close to the allocated year-end budget. She acknowledged and thanked the Finance Team for their work in ensuring targets were met. She further noted that while a small increase in outgoings may arise next year, the existing underspend is expected to balance out through accrual in early 2026.

Queries were raised by the Board regarding the planning for SEN provision, particularly in relation to whether there would be adequate learning spaces and, if so, how these additional spaces would be accommodated and if class sizes would be impacted. It was noted that although schools are working to maximise available space, the consequence is that teachers may need to increase capacity within their classrooms, which could prove challenging.



Dr Keyes acknowledged that this was an ongoing concern across the sector regarding optimisation and planning for future needs. She confirmed that work is continuing at both local and national levels to review current provision, identify future requirements, and explore options to ensure that appropriate, high-quality learning spaces remain accessible to all.

The issue of the Pilot Admissions Scheme currently underway in the Greystones area, in which Greystones Community College is participating, was raised. It was noted that feedback to date indicates the scheme is proving to be less straightforward than anticipated. Parents within the catchment area are still required to submit individual applications to each of the three schools taking part in the pilot. The Board also noted that there are both pros and cons to the scheme as it is currently operating, with some children still not having access to a school place. The CE confirmed that there would be the opportunity for her to provide this feedback to the Department.

Minute ETB – No. 06

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

6.1 Adoption/Glacadh:

N/A

6.2 Approval:

6.2.a Overdraft Facility - Step 2

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

Proposed: Cllr. John Snell

Seconded: Cllr. Louise Fenelon Gaskin

Agreed.

6.2.b Standing Orders

KWETB Governance and Compliance Officer, Ms Ann Kinsella, briefed the Board on a series of minor revisions to the Standing Orders. These updates were required to align the document with the recent amendments to the Code of Practice for the Governance of Education and Training Boards (Department of Education Circular Letter 0083/2024).

Proposed: Cllr Nuala Killeen

Seconded: Mr. Daragh Fitzpatrick

Agreed.



6.2.c Terms of Reference – Finance Committee

Ms Ann Kinsella, Governance and Compliance Officer, informed of minor amendment updates to the Terms of Reference. The changes reflect updated membership details for KWETB Finance Committee including personnel support.

Proposed: Mr. Eamon O’Flaherty

Seconded: Cllr. Avril Cronin

Agreed.

6.2.d Terms of Reference – Audit and Risk Committee

Ms Ann Kinsella presented amendments to the documents to document the current membership of the KWETB Audit and Risk Committee, Chair of the Committee and support personnel.

Proposed: Cllr. John Snell

Seconded: Cllr. Louise Fenelon Gaskin

Agreed.

6.2.e Process for approval – Finance Committee Member

In preparation for the upcoming resignation of a Finance Committee Member, the Board were presented with a proposal to appoint a new member to the Finance Committee. It was agreed that nominations should be sought for an external member to replace the outgoing member. It was also agreed that, if several suitably qualified candidates expressed interest, an additional member would be appointed to the Committee, bringing the total membership of the Finance Committee to six. The Executive will seek nominations as outlined and return to the Board for approval in due course.

Proposed: Cllr. Rupert Heather

Seconded: Ms. Elaine Finnerty

Agreed.

6.2.f Leases

Heads of Terms – Church Street Offices, Wicklow Town

Director of OSD, Mr. Joe Kelly, provided a brief overview of the lease, noting that it is a five-year agreement with no change to the rent. Having reviewed comparable local rental rates, he confirmed that the terms remain consistent with current market values.

Proposed: Cllr. Paul O’Brien

Seconded: Cllr. John Snell

Agreed.



Heads of Terms – prefabs at site of Brannockstown Baptist Church.

Mr. Ken Scully, Director of Schools, advised the Board that, to ensure ongoing suitable accommodation for 24 onsite and 18 offsite students pending the completion of new classrooms, a six-week extension to the existing licence agreement for the prefabricated units at the rear of Brannockstown Church is necessary. This extension serves as a contingency arising from planning considerations.

Proposed: Ms. Elaine Finnerty

Seconded: Mr. Eamon O’Flaherty

Agreed.

6.2.g Gaelcholáiste Mhaigh Nuad - Community Representative Nominee to the School Board of Management.

The Director of Schools, Mr Ken Scully informed the Board that the following nominee had been put forward as a Community Representative to the Board of Management at Gaelcholáiste Mhaigh Nuad –

- Mr Peter Melrose

Proposed: Cllr. Nuala Killeen

Seconded: Cllr. Claire O’Rourke

Agreed.

6.2.h Scoil Chonglais - Community Representative Nominee to the School Board of Management.

Mr Ken Scully advised the Board that a nominee for the Community Representative position on the Board of Management of Scoil Chonglais had been put forward to fill the vacancy arising from the resignation of Ms Olha Dekhtiarchuk –

- Ms Mary Patterson

Proposed: Cllr. Avril Cronin

Seconded: Cllr. Claire O’Rourke

Agreed.

6.2.i Board member nominee required as a KWETB representative on the Greystones Community National School Board of Management.

The Director of Schools, Mr. Ken Scully, advised the Board that, following the recent resignation of the KWETB representative on the Board of Management of Greystones Community National School, a new KWETB nominee is required. He invited any interested Board members to contact him. It was agreed that Mr. Scully would liaise with the school to seek expressions of interest and revert to the Board.



6.3 Noting / Notáil:

6.3.1. Multi Annual Procurement Plan (MAPP)

6.3.2 Corporate Procurement Plan

The Director of OSD, Mr. Joe Kelly, provided the Board with an overview of both the Multi Annual Procurement Plan (MAPP) and the Corporate Procurement Plan, which had been circulated with the agenda for members' review in advance of the meeting. He explained that the MAPP is a detailed operational document that supports the Corporate Procurement Plan by outlining the specific procurement activities expected within KWETB over the coming years.

6.3.3 Audit and Risk Committee Report

Cllr. Ruper Heather spoke on behalf of the Audit and Risk Committee (ARC). He thanked the staff of KWETB for the very warm welcome they had received the previous week for their annual in person ARC meeting and complemented the new offices. He noted that the Committee's most recent report had been shared with Board Members in advance of the meeting.

Cllr. Heather proceeded to provide a brief overview of the report. The Board thanked him for the comprehensive report with no queries arising.

6.3.4 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.

Cllr. Louise Fenelon Gaskin then provided a brief synopsis of the report. The Board thanked her for the comprehensive report with no queries arising.

6.3.5 KWETB School Boards of Management update

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.

A Board member raised a query regarding training for School Boards of Management. The member asked whether any formal training is available for School Boards of Management. Mr Scully advised the Board that this topic was discussed at a recent Principal's Forum in relation to the availability of formal Board of Management training. He advised the training is generally provided through ETBI webinars. In addition, following recommendations in recent reports, he has delivered local training to a number of schools and will provide further online sessions as required in 2026.

The Board enquired whether any formal tracking system exists for monitoring training completed by School Boards. It was confirmed that such training is managed externally by ETBI and is therefore not tracked by KWETB.

The Board noted that they would welcome any further guidance available in relation to School Board of Management meetings.



Minute ETB – No. 07

Risk Management Report

The Risk Management Report had been attached to the agenda for all Board Members to review. There was no change to risk ratings to report.

Minute ETB – No. 08

Capital Programme Report

The Director of OSD, Mr. Joe Kelly, presented the Capital Programme Report for November 2025, previously circulated to Board Members via SharePoint. He outlined key updates across several major projects:

Regarding the Kilbride Campus, it was noted that the Design Team were currently finalising a tender report 3 for the Department of Education and Youth to seek approval to issue the Letter of Acceptance to the main contractor. Subject to approval, it is anticipated that the contract is issued in December with onsite works commencing in January 2026, with a 20 month works programme.

An update was provided on Gaelcholáiste Mhaigh Nuad, following the Stage 1 meeting held on the 9th October 2025, the Department of Education and Youth has approved the major extension project to proceed to Stage 2a Developed Design.

The Executive also reported on St. Farnan's, Prosperous. Refurbishment works on the additional modular accommodation are ongoing and are expected to be completed by 19th December 2025. A two-classroom unit was provided to the school in August as a contingency measure. A query was raised by a member relating to the emergency works which took place relating to a boiler which had recently broken in the school, advising that emergency works have knock on effects for families. The executive acknowledged this and that the work was completed as quickly as possible with a proposed preventative works program as a key objective under the Strategy Statement for some of the older schools in 2026.

The Board were updated on the BIFE roofing upgrade and modular accommodation works. It was reported that the tender summary for the appointment of a roofing contractor was submitted to SOLAS on 12th March 2025 and remains under consideration by DHERIS. SOLAS has since approved a revised schedule of accommodation for the modular units, increasing the overall floor area. Due to the increased project value, a full Design Team will now need to be procured.

In relation to Blessington Community College, the Executive confirmed that the Stage 2B report was submitted to the Department of Education and Youth on 2nd October 2025 and that approval is awaited. The prequalification tender for shortlisting both the main contractor and specialist contractors was advertised via eTenders on the 6th of March 2025 and was now closed. The Design Team has issued a draft prequalification report for the main contractor, which will be finalised upon completion of all evaluations.

An update was also provided on the traffic survey undertaken at Pipers Hill Campus in September 2025. A traffic-modelling simulation has been produced, and further data is currently being gathered by the specialist surveyor. Once completed, costings for the proposed design will be prepared, and the finalised cost report is expected to be submitted to KWETB in January 2026.



The Executive provided an update on Craddockstown Special School, noting that planning permission has been granted by Kildare County Council and that refurbishment works on the prefabs are now underway.

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 at 89%, slightly under 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 Claire O'Rourke regarding temporary accommodation at St. Farnan's College, Prosperous, Co. Kildare -

The principal at St Farnan's school in Prosperous has reported that there is another few weeks of on-site work to be completed prior to the school receiving the temporary accommodation need for the start of this school year. Realistically, it will be after Christmas when the school gets to use the get to use the new rooms.

For 2026 there are now 47 mainstream applicants on a waiting list and 15 special class applicants on the school's waiting lists. The principal has already applied for more temporary accommodation to the DEY for September 2026.

Can the Board offer any advice on how the extra classrooms needed could be delivered in time for the start of the 2026 academic year?

Response from KWETB Capital Programme Management office:

Works are ongoing for the refurbishment of the modular accommodation with an expected completion date of 19.12.2025, with every effort being made to pull this back. Units are expected to be delivered to the site on 26th - 27th November, subject to weather conditions. Electrical fit-out and ground works to facilitate the delivery are well advanced.

KWETB project manager is actively engaged with all parties to ensure the project stays on track. The application for additional accommodation for 2026 is still being reviewed by the Department of Education and Youth.



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Minute ETB – No. 12

Date of next meeting
Dáta an chéad chruinnithe eile

The Chair, Cllr. Paul O'Brien confirmed that the next board meeting will take place on Tuesday, 27th January, at 10.30AM. The location is to be confirmed.

Signed: _____

Paul O'Brien

Date: _____

9-2-26

Cllr. Paul O'Brien

Chairperson of Kildare and Wicklow ETB