



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 24th March 2026 at
10.30am
Venue: Online / Marine House, The Murrough, Wicklow Town,
A67 A329

Present: Cllr. Paul O'Brien, Cllr. Tom Fortune, Cllr. Louise Fenelon Gaskin, Cllr. Rupert Heather, Cllr. Claire O'Rourke, Cllr. Daragh Fitzpatrick, Cllr. Evie Sammon, Cllr. David Trost, Cllr. John Snell, Cllr. Nuala Killeen, 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 Seery, Mr. Ken Scully, Ms. Ann Kinsella, Ms. Linda Wynne, Ms. Karol-Ann Keenan and Ms. Deirdre Wood.

Apologies: Mr. John Cullen, Ms. Anne Ferris, Mr. Eamon O'Flaherty and Mr. Brendan Wyse

Absent: Cllr. Avril Cronin and Tom Russell



Introduction:

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

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: Mr. John Cullen, Ms. Ann Ferris, Mr. Eamon O'Flaherty and Mr. Brendan Wyse

2.2 Sympathies: Agatha Bonfar – A student at Athy College

The Chair invited the Board to pause 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 24th February 2026 at 10.30am

Proposed by: Cllr. Louise Fenelon Gaskin

Seconded by: Cllr. John Snell

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

5.1 Adoption/Glacadh:

There were no matters for adoption on today's agenda.

5.2 Approval:

5.2.a. Discussion of draft Annual Financial Statements (AFS) 2025 and draft Statement of Internal Control (SIC)

Ms. Ann Kinsella, the KWETB Corporate Governance Officer addressed the Board to outline their responsibility in ensuring that the Annual Financial Statements (AFS) present a true and fair view of the KWETB's financial performance and position, in compliance with relevant legislation, accounting standards, and Department guidelines.

She further noted that both the Finance Committee and the Audit and Risk Committee (ARC) have reviewed the draft AFS and associated documents. The ARC confirmed that, based on the information provided to it, and on balance, an efficient, effective and economic system of internal control is maintained and operated by the Executive during 2025. The Finance Committee has recommended adoption of the draft AFS, subject to audit.

The Chair, Cllr. Paul O'Brien, addressed the Board to advise that he had spoken with Mr. Paul McEvoy, Chair of the ARC, who had verbally confirmed that the matters reported to the Board through the Audit and Risk Committee Annual Report, and circulated in advance of the meeting, represented a fair and accurate reflection of the committee's work, oversight activities, and findings during the period under review.

Representatives of both the ARC and the Finance Committee were invited to verbally report to the Board to confirm that the Annual Financial Statements and the draft Statement of Internal Control (SIC) 2025 were as presented in draft at their respective committee meetings.

Ms. Lisa Campbell, Chairperson of the Finance Committee, presented a verbal report to the Board on the Finance Committee Annual Report. She confirmed that the Committee had reviewed all information presented and was satisfied that the figures accurately reflect the position, in line with the Chief Executive's recommendations, with no further comments.

Cllr. Rupert Heather, member and spokesperson for the ARC, verbally reported to the Board that the committee had reviewed the draft Annual Financial Statements 2025, the Letter of Representation to the C&AG, and the draft Statement of Internal Control. He advised that the ARC received assurances from the Chief Executive that, on balance, the system of internal control is operating effectively within KWETB, and that the committee was satisfied that the draft Statement of Internal Control is comprehensive and reflects the internal control environment. He confirmed that the ARC approved its Annual Report for submission to the Board and concluded that, based on the information provided, an efficient, effective, and economic system of internal control has been maintained and operated by the Executive during the reporting period.

The Chief Executive, Dr Deirdre Keyes addressed the Board and provided both written and verbal assurances.

Ms. Kinsella provided an overview of the draft SIC which had been provided to the Board prior to the meeting. She proceeded to highlight key elements of the draft SIC including compliance with governance requirements, key control procedures, internal audit activity, and identified control issues. These included procurement non-compliance (reflecting a reduction of 32% from 2024), additional disclosures required by the Department, a resolved Revenue compliance intervention, and a liability arising from the misclassification of certain individuals for tax purposes. Ongoing sectoral and financial management developments were also noted.



Ms. Kinsella advised that the SIC provides an opportunity to disclose any control breaches and is supported by the annual reports of both committees. The Draft Letter of Representation, a standard compliance document accompanying the AFS, was also noted.

The Finance Officer, Ms. Karol-Ann Keenan, was invited to present an overview of the draft AFS. Ms. Keenan highlighted that the AFS are in draft format and are subject to audit and amendments at the request of the Comptroller and Auditor General. She advised that the accounts are presented on a cash basis. In her overview, Ms. Keenan noted that receipts were higher this year, with payments increasing in line with this, and that the Department of Education and Youth and SOLAS continue to be the largest funders. She reported that remuneration increased year-on-year, primarily due to an increase in headcount and incremental pay increases. Capital expenditure decreased, in 2025 the largest project was an energy retrofit of a school, noting that all capital expenditure is pre-approved. Hospitality expenditure decreased year-on-year following a review of the policy in 2025, which included good communication and engagement. She also reported that prompt payment interest decreased significantly, by 38% year-on-year

Both documents were presented to support the Board's approval of the 2025 Annual Financial Statements.

5.2.b. Approval of Draft Annual Financial Statements (AFS) 2024

and

Draft Statement of Internal Control (SIC)

Following the receipt of the Chief Executive's written and verbal assurances, along with the confirmed approval of the Audit and Risk Committee and the Finance Committee, the Board of KWETB approved the draft Annual Financial Statements 2025 and the draft Statement of Internal Control 2025.

Proposed: Cllr. Daragh Fitzpatrick

Seconded: Cllr. David Trost

Agreed.

5.2.a Heads of Terms - Modular Units at Brannockstown Baptist Church

Mr. Joe Kelly, Director of OSD, confirmed that this was a three-month extension of the existing licence for prefabricated units at the rear of Brannockstown Church, which were in place to accommodate 18 students during building works. The agreement ran from the 5th of January to the 25th of March at a rate of €200 per day, with no further renewal required as the school building works are now complete.

Proposed: Ms. Elaine Finnerty

Seconded: Cllr. Rupert Heather

Agreed.



5.2.b Heads of Terms - Cairn Homes - Grant of Easement - Land at Moyglare Road, Maynooth.

The Executive confirmed that this was a grant of an easement to Cairn Homes over lands at Moyglare Road, Maynooth to facilitate site access.

Proposed: Cllr. David Trost
Seconded: Ms. Maria Barry
Agreed.

5.2.c Heads of Terms - St Conleths Community College Track

The Executive confirmed that this a licencing agreement with Newbridge Athletic Club to permit use of the adjoining athletics track at St. Conleth's Community College for a five-year term.

Proposed: Ms. Elaine Finnerty
Seconded: Mr. Stephen
Agreed.

5.3 Noting / Notáil:

5.3.a. KWETB Board of Management Minutes:

Mr. Ken Scully, Director of Schools, informed the Board that School Board of Management minutes are accessible via the link provided on the KWETB Board SharePoint agenda page. He noted that 20 sets of minutes had been uploaded since the previous meeting and confirmed his satisfaction with all submissions.

<p style="text-align: center;"><i>Minute ETB – No.06</i></p> <p style="text-align: center;">Chief Executives Update</p> <p style="text-align: center;">Nuashonrú Príomhfheidhmeannaigh</p>

The Chief Executive, Dr Deirdre Keyes, addressed the Board to thank them, the Committees, and the relevant departments for their work in preparing and reviewing the information and documentation presented at the meeting.

She reported that the 2026/2027 schools recruitment campaign had commenced, with 179 teaching posts advertised, and provided an update on Circular CL21/2026, which revises the process outlined in CL24/2015 concerning the implementation of recommendations from the Expert Group on Fixed-Term and Part-Time Employment for teachers. The circular provides that teachers may obtain a contract of indefinite duration (CID) after one year of employment once appointed via formal open recruitment in year two. She further noted that while this reduces the number of posts to be advertised, appropriate quality assurance measures must be maintained.

Dr. Keyes reported on the inaugural KWETB Youth Conference, to be held on the 25th of March, noting that it is the first year for the event and is intended to be held annually. The conference would bring together

stakeholders across Kildare and Wicklow and would include interactive workshops and guest speakers. She also noted that Blessington FET Youthreach won the Financial Literacy Award at Croke Park for their project ‘Standing On Your Own Two Feet’ and suggested that a congratulatory letter be issued by the Board. Dr. Keyes further reported that the AI Teaching and Learning Centre is planning to officially launch towards the end of April.

Dr. Keyes advised that there are current delays in the sanctioning of seven key and critical posts within the OSD section. She noted that these delays are not confined to KWETB but are being experienced across the sector and, if unresolved, may impact the level of service KWETB can provide to schools and further noted that delays of this nature have not been experienced since 2008.

The Director of FET, Mr. Ken Seery, addressed the Board to congratulate Youthreach Blessington on their recent award and noted that this was not the first time that they had been recognised, having previously won the WorldWise Global Schools Passport Award for sustainability. Cllr. Paul O’Brien advised, on behalf of the Board, that a congratulatory letter should be issued to those involved.

Mr. Seery further reported that Youthreach North Kildare had relocated to new premises in Celbridge and expressed hope that a formal opening could be arranged in the near future.

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

Ms. Áine O’Sullivan, Director of OSD, addressed the Board in relation to the KWETB Risk Management Report, which had been circulated with the agenda for review prior to the meeting. She confirmed that the Risk Management Policy and Corporate Risk Register were formally approved by SMT on 4th March 2026 and continued to provide a brief overview to the Board.

<i>Minute ETB – No. 08</i>
Buildings Report Tuarascáil Foirgnimh

The Director of OSD, Mr. Joe Kelly, updated the Board regarding the Building Report for March 2026, which had been shared with Board Members via SharePoint prior to the meeting. He provided a brief overview of the report, highlighting several key updates on ongoing projects.

The Board was informed that, under the NDP Sectoral Investment Plan 2026 - 2030, four KWETB major school capital projects - Blessington Community College, Coláiste Chraobh Abhann, Curragh Community College, and St. Farnan’s Post Primary have been prioritised to progress to construction during 2026/2027.

It was noted that Greystones Community College has moved into its new building, with fit-out works ongoing, and that modular accommodation at St. Farnan’s Post Primary has been completed and is now in use. Updates were also provided on Curragh Community College, including ongoing remediation works and progress on the new school project.



Further updates included the Coláiste Lorcáin retrofit project (tender stage), BIFE roofing and modular accommodation (under review/approved to progress), Athy FET (site assessment and upgrade planning), and Scoil Chonglais (consultant appointed for Summer Works 2026).

An issue regarding St. Conleths Community Colleges car park was raised. Reference was made to recent anti-social behaviour and perhaps the necessity for a barrier. The Executive advised that the matter was in hand.

Board members thanked the Executive for the Buildings Report update and expressed their frustration regarding delays in the progression of building and renovation projects. They acknowledged that these delays are outside the control of the Executive.

The Executive acknowledged the concerns raised and confirmed that they share these frustrations. It was noted that the Executive will continue to liaise with both SOLAS and the Department of Education and Youth in an effort to address the delays.

Minute ETB – No. 9
Correspondence for the Board Comhfhreagras – Don Bhord

No correspondence received.

Minute ETB – No. 10
Members Business / Questions Gnó/Ceisteanna na mBall

The following query was raised by members, with a link to the query and response provided within the agenda prior to the meeting:

- 1. Query re Maynooth Community College and Maynooth Post Primary Schools Admission Policy -**
“The discrepancy in admission policies between Maynooth Community College and Maynooth Post Primary School adversely affects MPPS where MCC’s policy prioritises ‘applicants who are siblings of existing or past students’ without a ‘living in the catchment area of Maynooth’ criterion.

This priority doesn’t reflect the KWETB priority of providing second level education services to the Maynooth community primarily”

Response:

It has been noted by the Director of Schools that as this query is an executive matter it will be addressed directly with the school.

The Director of Schools further advised that, as this is an Executive matter, it must be addressed directly with the school. He further noted that both schools’ admission policies should comply with the Admissions Act 2018 and confirmed that, while he will review the matter, any required changes are the responsibility of the respective Boards of Management.



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Minute ETB – No. 11

**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, 26th May 2026, at 10:30 AM at KWETB Kildare Office, Chestnut House, Millennium Park, Naas.

Signed: Paul O'Brien

Date: 26/5/26

Cllr. Paul O'Brien

Chairperson of Kildare and Wicklow ETB