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 7th July 2026 at 10.30am
Venue: Online

Present: Cllr. Rupert Heather, Cllr. Tom Fortune, Cllr. Louise Fenelon Gaskin, Cllr. Claire O'Rourke, Cllr. David Trost, Cllr. Brendan Wyse, Cllr. Nuala Killeen, Cllr. Avril Cronin, Ms. Carol Nolan, Ms. Maria Barry, Ms. Lisa Campbell, Ms. Elaine Finnerty, Mr. John Cullen, Mr. Stephen Horan, Ms. Anne Ferris and Mr. Eamon O'Flaherty

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

Apologies: Cllr. Paul O'Brien and Cllr. Tracey O'Dwyer.

Absent: Cllr. Daragh Fitzpatrick and Cllr. John Snell.

Introduction:

Once the required quorum was confirmed, the Deputy Chair, Cllr. Rupert Heather standing in for the Chair, Cllr. Paul O'Brien welcomed all members of the Board and proceeded with the meeting.

Minute ETB - No. 01
Declaration Conflicts of Interest

The Chair, Cllr. Rupert Heather 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. Tracey O'Brien

2.2 Sympathies:

- **Maureen Fitzpatrick** - mother of KWETB Board member Cllr. Daragh Fitzpatrick.

The Chair invited the Board to observe a minute's silence as a mark of respect.

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 26th May 2026 at 10.30am

Proposed by: Cllr. Avril Cronin
Seconded by: Anne Ferris
And agreed.

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

4.1 Actions arising from the Board meeting 26th May 2026

The Chair provided an update on the actions arising from the previous Board meeting, as follows:

1. The Chair advised that, in accordance with the Board's request, a letter had been issued to the Secretary General of the Department of Education and Youth on the 5th June, formally raising the Board's concerns regarding the continued absence of sanction for administrative posts within KWETB. The Chair noted that a copy of the correspondence had been circulated to all Board members by email. It was noted that, while the Department had acknowledged receipt of the letter, no further communication had been received to date regarding the matter.

2. The Board was advised that KWETB Interview Board Competency Training had been delivered on the 29th May for those Board members who had expressed an interest in participating on KWETB interview boards. It was noted that the participating members had successfully completed the training and were now deemed competent to serve on KWETB interview boards.

3. The Board noted that a list of all KWETB Board members approved to sit on KWETB Post of Responsibility Interview Boards was now available under the 'Action Items' section on the homepage of the KWETB SharePoint site.

No further matters arising.

Minute ETB – No. 05
Chief Executives / Directors Update **Nuashonrú Príomhfheidhmeannaigh**

The Chief Executive, Dr. Keyes, welcomed the Board and provided a summary of recent and forthcoming events within KWETB.

Dr. Keyes thanked the Board for its support during a challenging period for KWETB and advised that engagement with the DEY regarding the ongoing staffing constraints continued. She confirmed that no response had been received from the DEY in relation to the correspondence issued by the Board to the Secretary General outlining concerns regarding the matter, and that there had been no further movement to date.

Dr. Keyes further advised that the issue of staff sanctions was not unique to KWETB and continued to impact ETBs generally. She noted that ETBI was currently undertaking a cross-sector review to identify critical work areas being impacted or delayed due to the current staffing constraints.

The Chief Executive also highlighted the achievement of Bray Sports Promotion Unit, which had recently been awarded the Bronze Health Quality Mark (HQM) by the National Youth Council of Ireland. She noted that this was a significant achievement for all involved and advised that the programme supported the development of understanding in relation to youth health, wellbeing, inclusion, participation and quality standards.

The Board was informed that the Chief Executive and representatives of KWETB had recently attended the National Equine Education Workshop, organised in association with Horse Racing Ireland (HRI). The Chief Executive thanked Board member Ms. Carol Nolan of HRI for facilitating KWETB's participation at the event and for the recognition and acknowledgement afforded to KWETB throughout the event.

The Chief Executive advised that the official opening of the new Greystones Community College would take place on the 4th September, with all KWETB Board members invited to attend.

An update on the 2026/2027 Schools Recruitment Campaign was provided. The Board was advised that the campaign remained ongoing, with 200 posts filled for the new academic year. This included 183 Contracts of Indefinite Duration (CID), 28 Special Needs Assistant (SNA) posts and the establishment of Further Education and Training (FET) Adult Educator Panels.

The Board was further advised that the recruitment process for the Principal and staff of the new Special School, Ros Glas, was underway, and that a new Principal had been appointed for St. Conleth's. It was also noted that, in relation to the new Senior Cycle Reform posts, 27 posts had been filled with 5 posts remaining outstanding.

Dr Keyes noted that interview skills training, as requested by the Board at the previous meeting, had taken place in June.

The Board was informed that the School Administrators Network Day, which took place in June, had been a successful event for all involved. It was noted that the event provided school administrators with a valuable opportunity to engage directly with representatives from the Finance, Human Resources, Corporate/GDPR, and ICT departments. The Chief Executive commended the work of school administrators and highlighted the significant role they play in supporting the operation of schools.

Minute ETB – No. 06
Matters for approval, noting or adoption **Cúrsí le faomhadh, le nótáil nó le glacadh**

6.1a Adoption/Glacadh:

No documents/matters for adoption.

6.2 Approval/Faomhadh:

6.2.a ETBI Annual Conference – Thursday, 15th October 2026, The Rose Hotel Dan Spring Road, Tralee, Co. Kerry, V92 HKA4.

Nominees:
Cllr. Paul O'Brien
Cllr. Rupert Heather
Cllr. Tom Fortune
Cllr. Louise Fenelon Gaskin
Cllr. Claire O'Rourke
Cllr. Daragh Fitzpatrick
Cllr. David Trost
Cllr. John Snell
Cllr. Avril Cronin
Cllr. Nuala Killeen
Cllr. Brendan Wyse
Cllr. Tracey O'Dwyer
Ms. Carol Nolan
Ms. Maria Barry
Ms. Lisa Campbell
Ms. Elaine Finnerty
Mr. John Cullen
Mr. Stephen Horan
Ms. Anne Ferris
Mr. Eamon O'Flaherty

Proposed: **Cllr. Louise Fenlon Gaskin**
Seconded: **Cllr. David Trost**
Agreed.

6.2.b ETBI Annual General Meeting (5 voting members) - Location & date TBC

The Chair, Cllr Rupert Heather advised that no further details had yet been released regarding the ETBI AGM. He proposed that any members interested in attending should put themselves forward for nomination. Once the dates are confirmed by ETBI, the five attending members will be confirmed.

Nominees: Cllr. Paul O'Brien
Cllr. Rupert Heather
Cllr. Louise Fenlon Gaskin
Cllr. David Trost
Cllr. Tom Fortune
Ms. Lisa Campbell
Mr. Stephen Horan

Proposed: **Ms. Maria Barry**
Seconded: **Cllr. Nuala Killeen**
Agreed.

6.2.c Approval of external member to the Finance Committee.

The Chair of the Finance Committee, Ms. Lisa Campbell, addressed the Board to advise that, following a review of the submissions received from interested candidates for the external member position on the KWETB Finance Committee, it was determined that Catherine O'Reilly was the most suitable candidate for appointment to the position. It was further noted that a bio had been linked to the agenda in advance of the meeting for Board members to review.

Nominee: **Catherine O'Reilly**
Proposed: **Cllr. David Trost**
Seconded: **Stephen Horan**
Agreed.

6.2.d Approval of former KWETB Board member Cllr. Evie Sammon to remain as a KWETB representative on the following school boards.

Mr. Ken Scully, Director of Schools, member of the Executive advised the Board that, following the recent resignation of Cllr. Evie Sammons from the KWETB Board, approval was required to allow her to continue serving as the KWETB nominee on the following school Boards, in accordance with her expressed wish to remain in these roles:

Pipers Hill College, Naas
Naas Community College
Naas Community National School

The Board was asked to approve Cllr. Sammons' continued appointment as the KWETB representative on the above school Boards.

Nominee: **Cllr. Evie Sammon**

Proposed: **Cllr. Brendan Wyse**
Seconded: **Cllr. Nuala Killeen**
Agreed.

6.2.e Appointment of KWETB Representative, Cllr. Tracey O'Dwyer to the School Board of Management - Brannoxtown CNS.

Mr. Ken Scully, Director of Schools, advised the Board that Tracey O'Dwyer had been proposed as the ETB nominee/member representative to the Board of Management of Brannoxtown Community National School. It was further noted that Mark Egar, the current ETB representative on the Board, would revert to the position of Community Representative

Nominee: **Cllr. Tracey O'Dwyer**
Proposed: **Ms. Maria Barry**
Seconded: **Cllr. David Trost**
Agreed.

6.3 Noting / Notáil:

6.3.a. KWETB School Boards of Management Minutes

The Executive confirmed that the KWETB School Board of Management minutes were currently available through the link within the SharePoint Meeting Agenda page.

6.3.b KWETB Board Meeting Schedule of dates for 2026 – 2027.

The Chair advised the Board that, in accordance with the Standing Orders, the Board Meeting Schedule for 2026/2027 had been circulated as part of the agenda via a link on the Board's SharePoint site. The Chair further noted that calendar placeholders for all scheduled Board meetings would be issued to members in due course.

6.3.c KWETB Board membership

The Chair advised the Board that Mr. Tom Russell had resigned from the Board of KWETB. It was noted that the organisation previously represented by Mr. Russell had declined to nominate a replacement. The Board was further advised that the Executive was liaising with the Department regarding the process for appointing a new Board member to fill the vacancy.

Minute ETB – No. 07
Risk Management Report

Ms. Áine O'Sullivan, Director of Organisation Support and Development (OSD), addressed the Board and confirmed that there were no changes to the current risk ratings to report.

The Executive advised the Board that the next review of the Corporate Risk Register would be conducted in September 2026.

Minute ETB – No. 08
Capital Programmes Report

Mr. Joe Kelly, Director of Organisation Support and Development (OSD), presented the Capital Programme update to the Board, noting that the full report had been made available to members in advance via the Board's SharePoint site. He then provided a brief overview, highlighting a number of key developments.

He advised that the Stage 2B report for the St. Farnan's Post-Primary School project had been submitted to the Department of Education and Youth and approval to proceed to Stage 3 Tender Action was awaited. Approval had also been received for additional accommodation at the school.

It was further reported that the works for the construction of Phase 1 of the new school building at Curragh Community College had commenced. Remediation works to the existing building remain delayed pending completion of the contractor's Garda vetting, a requirement by the Department of Defence. He noted that the Capital Programme Team was actively engaging with the relevant parties to progress the matter and minimise any further delays.

An update was also provided on the BIFE FET College Major Capital Programme, it had been noted that procurement of a Design Team was progressing in collaboration with the Grangegorman Development Agency (GDA), SOLAS and the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS). He further noted that a tender had recently been issued for a framework of consultants to oversee the programme. Once the framework is established, KWETB will tender through it to appoint the Design Team for the BIFE project.

The Executive further advised that emergency works funding had been approved for electrical works at Brannoxtown Community National School and that a contractor for the project would be appointed in the coming weeks.

The Executive reported that a number of KWETB schools, had received funding from the Department of Education and Youth under the SEN Repurposing funding stream. The Board was informed that the Capital Programme Team was progressing the procurement of furniture and equipment, together with any minor works required to complete small-scale works required.

The Board was advised by a member, as part of Project Dargle, that TD Brian Brennan had arranged a meeting with the Minister of Education and Youth and invited local representatives to discuss the projects under the scheme. An update was provided in relation to KWETB schools, namely St. Kevin's Community College, Coláiste Bhríde, Avondale Community College and Glenart Community College at the meeting. It was noted that the Department was assessing each school individually to determine the provision of modular accommodation to support their respective Special Educational Needs (SEN) requirements.

The Chief Executive further advised that the Department was liaising with KWETB and the individual schools as part of the Project Dargle process. She confirmed that each school was being assessed on an individual basis, having regard to factors including demographics, the condition of the school, its SEN requirements and its capacity to meet climate and sustainability objectives.

The Chief Executive thanked the Board for its ongoing support, engagement and advocacy in relation to the project.

The Board sought an update on the anticipated timeline for the BIFE FET College Major Capital Programme and enquired whether a project timeline had been made available.

The Executive advised that no timeline had been received to date and that it was actively engaging with the Grangegorman Development Agency (GDA) in this regard.

In a response to a query from the Board regarding the role of the GDA, the Executive explained that the Agency had been appointed by the Department to support the delivery of the project and would work in collaboration with KWETB and the College to identify the project's requirements.

The Executive confirmed that the Board would be kept informed of any further developments as the project progressed.

Minute ETB – No. 09
Finance Report **Tuairisc Airgeadais**

It was confirmed that the figures presented in the report were consistent with the organisation's expectations for this time of year, with no additional updates to report.

The Board enquired whether the ongoing staffing constraints, and the resulting gaps in support arising from the lack of sanction for additional posts, were placing further pressure on the organisation's operations. The Executive advised that the position continued to be closely monitored and that engagement with the Department and third parties was ongoing.

The Chief Executive further noted that the staffing constraints continued to present operational and governance risks for the organisation and that in response, the Senior Management Team was meeting regularly to monitor the position, manage emerging risks and ensure continuity of service. The Executive acknowledged and commended the commitment and professionalism of staff supporting the organisation's core operations during this period. It was further noted that regular updates on the matter were being provided to the Audit and Risk Committee (ARC) and the Board. While the current position continued to be managed, the Executive emphasised that the organisation required sanction for its full complement of staff to ensure the continued delivery of services and appropriate organisational support.

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

No correspondence.

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

No questions received.

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Minute ETB – No. 12
Date of next meeting **Dáta an chéad chruinnithe eile**

The Chair confirmed that the next board meeting will take place on Tuesday, 22nd September 2026 at 10.30am in Greystones Community College.

Signed: Paul O'Brien **Date:** 22/9/26

Cllr. Paul O'Brien

Chairperson of Kildare and Wicklow ETB