

Waterford and Wexford Education and Training Board

MINUTES

WWETB Meeting held 6th November 2018

*Held at the Waterford Training Centre,
Cork Road, Waterford
6th November 2018 at 4.30p.m.*

Waterford and Wexford Education and Training Board
Minutes of Meeting held Tuesday 6th November 2018

Board Members in attendance: *Cllr. Michael J. O’Ryan, Deputy Chairperson presiding, Cllr. Malcolm Byrne, Cllr. Ger Carthy, Cllr. Tom Cronin, Mr. Geoffrey Collins, Mr. David Doyle, Cllr. Mary Farrell, Mr. Mark Fitzgerald, Cllr. Mary Roche, Cllr. Barbara-Anne Murphy, Ms. Nessa Murphy, Cllr. Pat Nugent, Cllr. Fionntán Ó’Súilleabháin, Cllr. Lola O’Sullivan, Ms. Mary Ryan, Ms. Áine Uí Fhoghlú.*

Also in attendance: *Mr. Kevin Lewis, Chief Executive, Ms. Eilís Leddy, Director of Schools/Education Officer, Mr. Owen O’Mahony, Finance Manager, Mr. Ken Whyte, Director of Further Education and Training, Mr. Michael O’Brien, Innovation and Development Manager, Mr. Paul Glynn, Acting Director of OSD.*

Apologies: *Cllr. Jim Moore Chairperson, Cllr. Kathleen Codd-Nolan, Mr. John Evoy, Mr. John Wall, Ms. Finola Walsh.*

061118.01 CONDOLENCES

The Board extended sympathy to the following:

- *Ms. Jane Ryan on the death of her husband Mr. Patrick Drohan;*
- *Ms. Noreen Reilly on the death of her father Mr. Martin Reilly;*
- *The family of Mr. Morgan Dunne (former Member and Chair of Co. Wexford VEC);*
- *Cllr. Mary Roche on the death of her father Mr. Frank Roche;*
- *Ms. Angela Bourke on the death of her brother Richard Bourke;*
- *Mr. Eamon Fitzgerald on the death of his mother Ms. Ann Fitzgerald.*

061118.02 CONGRATULATIONS

Waterford Institute of Technology were congratulated on their listing in the Sunday Times Good University Guide as the highest ranking Institute of Technology and seventh place overall among Universities and Institutes of Technologies, Proposed Cllr. Tom Cronin; Seconded Ms. Mary Ryan.

061118.03 MINUTES

The Minutes of Waterford and Wexford Education and Training Board meeting held on the 4th September 2018 were adopted: Proposed Cllr. Barbara-Anne Murphy; Seconded Cllr. Pat Nugent.

061118.04 FINANCE

(a) *Finance Report:* The Finance Manager presented the Financial Summary at end of September 2018 including update on Receipts and Payments to the Board (pages 23-25 of Chief Executive’s Report refers).

The dependency on timing of tranche funding in order to ensure sufficient cashflow for the continuation of etb activities was again highlighted to the Board and the Finance Manager has communicated with SOLAS in this regard. The overdraft facility has been approved and an offer letter is expected from the Bank shortly.

(b) *Audit of Annual Financial Statements (V15) 2017:* The Board were updated on the Comptroller and Auditor General’s Audit of Financial Statements 2017 which is in its final phase and the Finance Officer expressed his appreciation to the team including Mr. George O’Grady who co-ordinated communications. The Chief Executive thanked the Finance Manager and the Senior Management Team and advised that the audit team were very satisfied with the manner in which the audit was conducted. The Audit and Finance Committee Chairpersons added their appreciation to the Finance Manager for clarity and expertise provided to them.

061118.05 CORRESPONDENCE

The following correspondence was brought to the attention of the Board:

- (a) *Dungarvan College*: Request from the Secretary of the Board of Management for amendment of the name of Dungarvan College to: **Dungarvan College-Coláiste Dhún Garbhán**. The Board approved the amendment: Proposed Cllr. Mary Roche; Seconded Cllr. Pat Nugent. Ms. Áine Uí Fhoghlú while pleased with outcome wished to bring the following information obtained from An Coimisinéir Teanga to the attention of the Board. The correspondence outlined some legislative regulations in relation to the requirement for signage to be in Irish or Bilingual:

1. *Text to appear in Irish first.*
2. *Text in Irish will be as prominent, visible and legible as the text in the English language.*
3. *The characters of the Irish text will not be smaller than the characters of the English text.*
4. *The Irish text will convey exactly the same information as the text in English conveys.*
5. *No word in the Irish text will be abbreviated unless that word translated is abbreviated also in the English version.*

The Chief Executive confirmed that the executive were aware of this legislative requirement and the matter had been brought to the attention of the College Principal.

- (b) *Local Sports Partnership*: Request for the nomination of a Representative to sit on the Local Sports Partnership, Sports Active Wexford. Nominations were invited from the Board and **Cllr. Mary Farrell** was nominated as WWETB Representative on the LSP Board. Proposed Cllr. Malcolm Byrne; Seconded Cllr. Barbara-Anne Murphy.
- (c) *Schools Reconfiguration for Diversity Process*: Response from the Bishop of Waterford and Lismore. The CE outlined correspondence to the Board and confirmed that a meeting has taken place with the Bishop of Waterford and Lismore. The Report: 'Schools Reconfiguration for Diversity Process, Identification Phase Report on Waterford City' was circulated to the Board for noting and will be published on the Department of Education and Skills website. Waterford City was identified as the area chosen for the Survey.

The Acting Director of OSD gave an overview of the Report (based on Department of Education and Skills Template and protocol on the Identification Phase of the Schools Reconfiguration for Diversity process) and provided an analysis of the statistical findings of the survey response which found that while 81% are satisfied with the current choice of schools, 18% of the 642 people surveyed would choose a multi/non-denominational school for their children (if further analysis of supplementary data was taken into consideration the figure rose to 27%).

These findings indicate a significant level of demand and while the Bishop of Waterford and Lismore emphasised that a very significant 81% of respondents were satisfied with the current patronage arrangements, it was accepted in principle that there is a need for greater diversity of patronage.

- (d) *Review of Report of the Statutory Investigation into Kildare and Wicklow Education and Training Board*: The CE outlined correspondence to the Board received from Mr. Seán Ó Foghlú, Secretary General at the Department of Education and Skills in relation to a statutory investigation into Kildare and Wicklow ETB under the provisions of Section 40 of the Education and Training Boards Act 2013. An investigation under Section 40 of the ETB Act 2013 was carried out by Dr. Richard Thorn and subsequently published by the Department of Education and Skills.

The Department of Education and Skills considers it important that ETBs would review the report as well as the Minister's proposed direction to the ETB concerned and examine practices in relation to the matters covered in the report.

ETBI have prepared a "ETBI Briefing Note for CEs - Issues arising from proposed Ministerial Direction" which they have communicated to education and training boards setting out parameters as to the verification of practices in relation to governance and oversight. A proposal will be prepared for the Board meeting in January.

- (e) *Waterford Institute of Technology*: Request to seek Ministerial Approval of the nomination of Professor Riona Mulcahy, Health Service Executive Representative to the Governing Body of Waterford I.T. in accordance with Section 4(1) (g) of the Regional Technical Colleges (amendment) Act 1994 following the resignation of Dr. Mark White. The Board recommended **Professor Riona Mulcahy** for approval: Proposed Cllr. Mary Roche; Seconded Cllr. Malcolm Byrne.
- (f) *Creagh College*: Proposed new GAA Scholarship Programme for incoming first years 2019/2020 academic year, following its selection by the GAA as a Super Games Centre. The Proposal was approved, Proposed Cllr. Malcolm Byrne; Seconded Cllr. Mary Farrell, in accordance with Section 12(d) of the Education and Training Boards Act 2013.

061118.06 GOVERNANCE

- (a) *Audit Committee Report*: The CE outlined content of Audit Committee Report of meeting held 4th October 2018 to the Board.
- (b) *Finance Committee Report*: The Deputy Chairperson outlined content of Finance Committee Report of meeting held 10th October 2018 to the Board.
- (c) *Annual Report 2017*: The Annual Report 2017 was circulated to the Board and the Acting Director of OSD gave a brief summary of the Report which provides an overview of activities, governance and a brief snapshot of services. The Annual Report 2017 was adopted in accordance with Section 28 of the Education and Training Boards Act 2013. Proposed Cllr. Ger Carthy; seconded Ms. Mary Ryan.

061118.07 CHIEF EXECUTIVE'S REPORT

The CE's Report (including Addendum Report) was circulated to the Board. The Directors and Managers in attendance presented their respective reports and updates and responded to matters raised. Some of the items highlighted included:

- *Appointments*: Ms. Elaine Murray appointed Deputy Principal at St. Declan's Community College; Ms. Geraldine Heath, Ms. Lorraine Fox and Ms. Maria Nolan appointed Administrative Officers (Grade VII).
- *Retirement*: Mr. Peter Nagle, Deputy Principal at Selskar College.
- *Partnership with Wexford GAA*: A Programme involving coaching, nutrition, health and exercise and personal development has commenced with four schools in County Wexford.
- *Magenta Principles*: a book by Mike Hughes published by the NAPD features many examples of good practice within WWETB schools and the CE thanked the Director of Schools Ms. Eilís Leddy and the Education Co-Ordinator Ms. Sinéad O'Hara and all involved on driving this successful programme.

Education

Teacher shortages: Concern was expressed at the shortage of language teachers both nationally and locally and the Director of Schools echoed Cllr. Malcolm Byrne's concerns. The Teaching Council and Department of Education and Skills are aware of the difficulties and this serious issue has also been raised at Principals' Meeting level and is included as an item on the WWETB Risk Register.

The Board discussed the matter and the Director of Schools highlighted various difficulties encountered and referred to initiatives undertaken to address the situation in conjunction with the HR Department. The Director of Schools assured the board that new approaches are constantly being examined to address the situation.

Seminar - Education and the Law: Principals and Deputy Principals attended ETBI Legal Support Services Seminar 24th October 2018 which focused on Data Protection/GDPR, Child Protection Procedures and the Education (Admissions to Schools) Act 2018.

Magenta Principles: The Irish edition of the Magenta Principles was launched at the NAPD Conference on the 18th October and WWETB's involvement credited as a case study of best practice.

Cllr. Lola O'Sullivan informed the Board of negative media publicity received in respect of an ETB school and expressed appreciation for support to date. The Board of Management would welcome guidance and the Director of Schools advised that Board of Management Training can be provided if required and whatever supports possible will be made available.

Further Education and Training

Improvement to Facilities:

- Youthreach Waterford: Refurbishment completed ahead of schedule and within budget.
- Whitemills, Wexford: Almost completed.
- nZEB: Refurbishments to a building in Enniscorthy almost finished.

Skills Development Programme: SOLAS has launched the 'Skills to Advance' Programme. A Presentation by the Services to Business Unit is available to the Board at the next meeting if required.

Strategic Dialogue and Performance Agreement process has been signed. Targets are set for each ETB for different cohorts of learners. It was emphasised that the achievement of targets may prove difficult but the situation will be monitored.

Services Support Unit has been set up within FET in the areas of Health, Safety and Risk Management.

Child Safeguarding Statements/Risk Assessments: The Director of FET confirmed completion of Risk Registers.

Apprenticeships: In response to query from Cllr. Ger Carthy in relation to apprenticeship registrations the Director of FET referred to 'Registrations by Trade 2018' which has seen an increase of approximately 10% (Page 13 of the CE Report) and he gave an overview of the Apprenticeship Process. It was noted that Apprenticeships are decided nationally, however expressions of interest are being accepted and a database of records maintained. During College Awareness Week due to be held from the 19th to 23rd November it is expected that approximately 1,000 students will view options at the Waterford Training Centre.

Difficulties experienced in attracting female apprentices was highlighted. Despite a range of supports being available such as mentoring, funding and bursaries the uptake of females to apprenticeship programmes is proving difficult. Points discussed and suggested by the Board for apprenticeship promotion (with less emphasis on the CAO route) included:

- a call for information to be available via social media;
- a 'one off' School Bursary to highlight/promote Female Apprenticeships;
- re-naming some apprenticeships to make them more appealing;
- a flyer publicising information;
- more promotion of options through guidance counsellors.

The Innovation and Development Manager reminded the Board of some initiatives:

- ♦ National Council for Curriculum and Assessment visit to the Training Centre – the first visit of its kind to an education and training centre;
- ♦ Progression Routes: a number of routes to progression (e.g. new Insurance Practitioner Apprenticeship Course) which can ultimately lead to an award at Level 10 on the National Framework of Qualifications.
- ♦ College Awareness Week: A significant number of College and Programme Students throughout Waterford and Wexford will be attending the College Awareness Week event in Waterford Training Centre from the 19-23rd November 2018.

Cllr. Malcolm Byrne referred to employment and skill opportunities in the South East and how best to position ourselves for the future. Cllr. Mary Roche referred to the emphasis placed on the CAO/Degree System and would welcome a measurement of proficiencies other than those based on a single criteria. The CE highlighted valuable strategic networks and links forged with a number of organisations including the Regional Skills Forum, Expert Group on Future Skills Needs and SOLAS.

Organisational Support and Development

Music Generation: The Acting Director of OSD advised that Tuition Programmes are up and running in a number of locations.

GDPR: a Steering Group has been established and ETBI training programmes are being implemented across all our colleges and centres.

Recruitment: Sanction has been received from the Department of Education and Skills for three Grade VII appointments which have been completed and recruitment to fill consequential vacancies is ongoing. Ms. Joan Sutton, I.T. System Administrator has resigned her post and was thanked for her significant contribution to the organisation and best wishes were extended to her in her new Position.

Innovation and Development

School Track and Field: 1,500 young people took part in this event and the Innovation and Development Manager acknowledged the assistance of Wexford County Council in providing a track for the event.

Science Week: A Festival promoting science, technology, engineering and maths (STEM): WexSci led by Wexford County Council in partnership with WWETB, IT Carlow, WIT, EPA, BIM and funded by SFI is taking place 12-19 November with many events taking place in libraries, community and family resource centres – Brochures circulated.

061118.08 BOARDS/COMMITTEES

The following reports (including draft reports) were noted by the Board, Proposed Cllr. Barbara-Anne Murphy; Seconded Cllr. Lola O'Sullivan.

(a) *Board of Management Reports:*

Selskar College report of meetings held 19/06/2018, 11/09/2018;

- Dungarvan College meeting held: 11/09/2018;
- Coláiste Chathail Naofa meeting held 11/06/2018;
- Meánscoil San Nioclás: Meeting held 11/04/2018;
- St. Paul's Community College meeting held 15/10/2018;
- Waterford College of Further Education meeting held 30/05/2018;
- Kennedy College meeting held 27/08/2018.

(b) *Area Committee Meetings* – The following reports were circulated to Board and Noted:

- Waterford City and Tramore meetings held 25/10/2018, 8/3/2018;
- West and mid Waterford held 15/10/2018, 21/05/2018.

- (c) *Area Committee Meetings - Action Points:* Document was circulated to the Board setting out topics, outcomes and updates on Items provided.
- *Traveller Students:* a Pilot Programme is being considered for North Wexford and the Director of Schools has been engaging with Principals in this regard.
 - *School Transport:* Cllr. Barbara-Anne Murphy highlighted problems with students being unable to travel on the school bus which is operating at full capacity. She proposed raising the issue at ETBI and Ministerial level and through the ETBI Reserve Members Forum Representative Cllr. Kathleen Codd-Nolan.
- (d) *Youth Work Committee:* Report of meeting held 29/08/2018 was circulated and noted. The Innovation and Development Manager confirmed that the Local Youth Club Grant Scheme has been disbursed with one remaining.
- Youth Officers:* Cllr. Mary Roche, Chair of the WWETB YouthWork Committee welcomed the recent Youth Officer appointments, acknowledged progress in youth work to date and complimented Mr. Michael O'Brien, Innovation and Development Manager and Mr. Ken Whyte, Director of FET in this regard.
- (e) LGBT+ Initiatives: Funding available in respect of initiatives.
- (f) HSE Projects: 11 Projects transferring to WWETB.

061118.09 ETBI

ETBI Reserve Members Forum report of meeting held on the 2nd October 2018 was circulated to the Board. The Deputy Chairperson outlined the report which listed the following ETBI appointments:

- *Chairperson:* Cllr. Ger Frisby;
- *Vice Chairperson:* re-appointment of Cllr. Kathleen Codd-Nolan;
- *ETBI Board:* the sitting 8 members of the Reserve Members Forum to serve for a further year;
- *Chairperson of ETBI Board* (honorary title of 'President of ETBI'): Cllr. John Hogan.

061118.10 CIRCULAR LETTERS

The following Department of Education and Skills Circular Letters, were brought to the attention of the Board and adopted Proposed Cllr. Mary Farrell; Seconded Cllr. Malcolm Byrne.

{Available: <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/>}.

- (a) 0065/2018: Acting-Up Arrangements and Acting-Up Allowances for All Staff Other Than Persons Employed As Teachers and Special Needs Assistants in Education And Training Boards.
- (b) 0062/2018: Clarification in respect of Section 5 of Circular 0013/2018 in relation to the NCCA Religious Education syllabus and religious instruction. Circular outlined to Board.
- (c) 0061/2018: Guidelines on access to PLC for certain participants in the asylum process for the 2018/2019 academic year.
- (d) 0060/2018: Breastfeeding Breaks for Registered Teachers in Recognised Primary and Post Primary Schools.
- (e) 0057/2018: Revision of Salaries of all staff paid directly by a recognised school or ETB with effect from 1 October 2018.
- (f) 0056/2018: Revision Of Salaries In Respect Of All Staff Other Than Teachers And SNAs Employed By ETBs With Effect From 1 October 2018.
- (g) 0053/2018: Revision Of Salaries For Special Needs Assistants (SNAs) With Effect From 1 October 2018.

061118.11 PRESS RELEASES

The following Department of Education and Skills Press Releases were brought to the attention of the Board and noted: {Available on <https://www.education.ie/en/Press-Events/>}.

- (a) 24 October, 2018 - Update on WBS Building Issues.
- (b) 22 October, 2018 - Industry called upon to help identify best practice in STEM education and engagement.
- (c) 19 October, 2018 - Minister McHugh T.D. launches a Masters in Irish-Medium and Gaeltacht Education for primary and post-primary teachers and principals.
- (d) 18 October, 2018 - Minister Mary Mitchell O'Connor welcomes Oireachtas approval of the draft order to establish Ireland's first Technological University.
- (e) 17 October, 2018-Dept. of Education and Skills launches the inaugural Literacy and Numeracy forum.
- (f) 11 October, 2018 - Statement from the Department of Education and Skills regarding Storm Callum.
- (g) 10 October, 2018 - Qualifications and Quality Assurance (Education and Training) (Amendment) Bill 2018 completes second stage in Seanad Éireann.
- (h) 09 October, 2018 - 1,300 new SNAs and Teachers, increase in capitation in largest ever education budget.
- (i) 07 October, 2018 - Minister Bruton Expands School Excellence Fund to School Leadership.
- (j) 05 October, 2018 - Department issues a new circular that clarifies opt out requirement for religious instruction.
- (k) 03 October 2018 - Minister Bruton commences key provisions in Education (Admission to Schools) Act, 2018.
- (l) 20 September, 2018 - Minister Bruton announces schools to participate in network of Creative Clusters.
- (m) 17 September, 2018 - Minister Bruton Launches Campaign to Encourage Learning of Foreign Languages & Announces Funding for School Exchanges.
- (n) 14 September, 2018 - Taoiseach & Ministers Announce €11.9 billion Investment in Education as part of Project Ireland 2040.
- (o) 12 September, 2018 - Statement by Department of Education and Skills regarding an Investigation report into Kildare and Wicklow ETB (KWETB).
- (p) 12 September, 2018 - Ministers congratulate students on their Junior Cycle results.
- (q) 11 September, 2018 - Minister Bruton launches Guide on Immersion Education for schools participating in the Gaeltacht School Recognition Scheme .
- (r) 10 September, 2018 - Minister Bruton welcomes significant subject changes for start of new school year.
- (s) 07 September, 2018 - Student Support Scheme for Asylum Seekers to continue for coming year.

061118.12 ADDENDUM An Addendum was circulated to the Board.

1. **Chief Executive's Report** - Addendum was circulated to the Board (061118.07 above refers).
2. **Correspondence**
 - (a) Schools Reconfiguration for Diversity Process: Identification Phase Report on Waterford City was circulated to the Board, Noted (061118.05(c) above refers)
 - (b) Request from Secretary to the Board of Management of Bunclody Vocational College in relation to traffic safety issues. Cllr. Barbara-Anne Murphy gave details and background on the situation. Following a visit to the school the CE confirmed relevant representations will be made.

3. **ETBI**

- (a) ETBI Briefing Note for CES: Issues arising from proposed Ministerial Direction was circulated to the Board (06118.05(d) above refers).
- (b) Report of ETBI Reserve Members Forum (061118.09 above refers).

4. **Press Releases:** Department of Education and Skills {available: <https://www.education.ie/en/Press-Events/>}

- (a) 01 November 2018: Ministers announce significant changes to process of Leaving Certificate examination appeals and entry to higher education.
- (b) 31 October 2018: Minister McHugh announces patronage of four new post-primary schools to be established in 2019. It was noted that ETBs did not feature.

Signed:

Date:


