



wwetb

Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
*Waterford and Wexford
Education and Training Board*

Waterford and Wexford Education and Training Board

MINUTES

Of Meeting Held 22nd February 2022

*Held at the Clayton Whites Hotel, Abbey Street, Wexford.
Tuesday, 22nd February 2022 at 4.30p.m.*

Waterford and Wexford Education and Training Board

Minutes of Meeting held 22nd February 2022 at 4.30p.m.

Board Members in attendance: Cllr. Barbara-Anne Murphy (Chairperson presiding), Cllr. Tom Cronin, Cllr. Kathleen Codd-Nolan, Cllr. Mary Farrell, Cllr. Leonard Kelly, Cllr. Garry Laffan, Mr. Senan Lillis, Ms. Kate Miskella, Cllr. Pat Nugent, Cllr. Frank Quinlan, Ms. Mary Ryan and Mr. Pat Rath who attended remotely via MS Teams.

Also in attendance: Mr. Kevin Lewis, Chief Executive; Dr. Karina Daly, Director of Organisation Support and Development; Mr. Owen O'Mahony, Finance Officer; Mr. Ken Whyte, Director of Further Education and Training; Mr. Fintan O'Reilly, Corporate Services Manager, Mr. Michael O'Brien, Innovation and Development Manager.

Presentation made to the Board by Mr. Michael O'Brien, Innovation and Development Manager.

Apologies: Cllr. Aidan Browne, Mr. Richard Byrnes, Ms. Margaret Darrer, Ms. Sandra Fogarty, Cllr. Fionntán Ó'Súilleabháin, Cllr. Lola O'Sullivan, Cllr. Cristiona Kiely.

220222.01 WELCOME AND GENERAL

The Chairperson welcomed everyone to the first meeting conducted in-person since the start of the pandemic. She urged confidentiality on all matters discussed during the meeting and restrictions on the release of press-media communications until agreed by the Chief Executive in consultation with the Chairperson.

220222.02 CONFLICT OF INTEREST - DECLARATIONS

Conflict of Interest Declaration Forms were issued to the Board for their signature and return {in order to fulfil requirements as set out in CL0002/2019 Code of Practice for the Governance of Education and Training Boards}. No conflicts of interest were declared.

220222.03 CONDOLENCES

The Board extended sympathy to the following on their bereavements:

- ~ Cllr. Lola O'Sullivan on the death of her mother, Ms. Dolores O'Sullivan;
- ~ Mr. Gerald Lohan on the death of his brother, Mr. Michael Lohan;
- ~ Ms. Elizabeth Drwal on the death of her mother Ms. Sheelagh Drwal;
- ~ Ms. Joanne McGonigle on the death of her father Mr. Des McGonigle;
- ~ Ms. Fionnuala Greene on the death of her sister Ms. Máire Costello;
- ~ The family and relatives of Ms. Maria Breen.

220222.04 PRESENTATIONS

Presentation: "ETBI Patrons Framework". The CE introduced a video produced by ETBI: "ETB Patrons Framework on Ethos" for information. The video included information and examples on ETB's Characteristic Spirit and Core Values and he informed the members that Board of Management training is scheduled to take place on-line on the 2nd March.

The CE responded to a query from Cllr. Leonard Kelly on the mechanism for inclusion of the student voice and framework/MOU for the new replacement school for Selskar College- shared education campus.

220222.05 MINUTES

The minutes of Waterford and Wexford Education and Training Board (WWETB) meeting held on the 11th January 2022 were adopted; Proposed Cllr. Kathleen Codd-Nolan; Seconded: Ms. Mary Ryan.

220222.06 FINANCE

(a) Finance Report:

The Finance Officer gave a presentation: 'Financial Summary 2022v2021 Service Plan Comparison'. The Summary Table displayed set out receipts and payments under various headings, including the main funders and he gave an overview of the information.

(b) Cllr. Mary Farrell highlighted two matters recently brought to her attention:

- (i) *Finance Reports:* School Board of Management meetings (Kilnamanagh Community National School) do not seem to have Finance Reports available for meetings.
- (ii) *Payments to Interview board members:* Delays with timely payments to members for sitting on interview boards which she has discussed with the Finance Officer.

The Director of OSD advised that the matter of payments to interview Board members will be addressed.

Mr Senan Lillis added that he is aware of another ETB that compensates interview Board members for interview preparation time and asked whether WWETB could examine a similar resolution.

The Finance Officer informed the meeting that each month a comprehensive budget report is prepared in a timely manner, a Page Summary is sent to Principals and the final account is forwarded to each Principal after the completion of the Final Accounts.

220222.07 CORRESPONDENCE

(a) Confirmation from the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) that the service requirement proposed for Dungarvan/West Waterford has been approved for entry into the UBU 'Your Place Your Space' Scheme following submission of the Area Profile, Needs Assessment and Service Requirement (APNASR) by the WWETB Co-ordination Group. The Chairperson read the correspondence to the meeting and thanked the Director of FET and team for the second proposal approved with the other one based at Bunclody. It was agreed to circulate the letter to the Board.

(b) Arrangements for the first governing body of the new Technological University – nomination of external member. The Chairperson read correspondence to the Board from the Principal Officer at the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS) in relation to the arrangements for the first governing body of the new Technological University of the South East. It was agreed to circulate to the board members following the meeting.

The correspondence states that Section 55 (2) (c) of the Technological Universities Act 2018 provides that the Minister shall appoint to the first governing body "*one external member nominated in accordance with its or their own procedures by the education and training board or boards in whose education and training board area or areas the campuses of the technological university are situated*" - this is consistent with other ETBs.

In accordance with Section 13 of the Education and Training Boards Act 2013, this is an executive function and only one ETB member in total shall be appointed by the Minister to the first governing body of new Technological University.

WWETB currently has four members on the governing body of Waterford Institute of Technology and one representative on Institute of Technology Carlow governing body.

The term of office of a member of the first governing body is two years and only one ETB member in total shall be appointed. The CE to engage with the CE in Kilkenny Carlow ETB regarding the appointment of an executive member of either ETB to the governing body and he suggested the matter of greater representation and of Board members might be explored at ETBI Reserve Members Forum level.

Cllr. Kathleen Codd-Nolan agreed to highlight at the next ETBI Reserve Members Forum meeting.

Cllr Leonard Kelly appealed for a minimum of one representative from each ETB and asked for this to be communicated to the Minister for FHERIS. Following a discussion, it was agreed to write to the Minister for FHERIS calling for more representation on the new governing body: Proposed Cllr. Leonard Kelly; Seconded Cllr. Pat Nugent.

- (c) Correspondence from the Sustainable Energy Authority of Ireland (SEAI) in relation to Annual Reporting of Energy Performance and the Government's objective to improved public sector energy efficiency by 33% by 2020. The Chairperson brought the correspondence to the attention of the Board which confirmed WWETB's 50.5% saving. She thanked the managers and directors for their work in this regard.

220222.08 GOVERNANCE

The following reports were noted:

- (a) **Finance Committee:** Cllr. Pat Nugent, Member of the Finance Committee gave a verbal report on the last Finance Committee meeting held on the 16th of February 2022 remotely on MS Teams. He gave a brief overview of the meeting which included presentations by the Director of OSD on the Draft Service Plan 2022 and the Finance Officer on the financial aspects of the Plan and the Finance Committee recommended the adoption of the WWETB Service Plan 2022.

The Chairperson thanked Cllr. Nugent for his report and the Finance Committee for their work.

- (b) The **Finance Committee Annual Report 2021** was circulated to the Board.
- (c) **Approval/Renewal of Leases:** The Corporate Services Manager sought the Board's approval to lease a space - area 2,500 square feet adjacent to existing premises at **Riverstown, Tramore** for the provision of additional Youthreach facilities.
The Board approved the proposal to lease premises as outlined above: Proposed Cllr. Pat Nugent; seconded Cllr. Tom Cronin.

The Corporate Services Manager responded to query from Cllr. Pat Nugent on the Techniform Lease and confirmed that an agreement has been signed with the Landlord.

The CE referred to a visit by the Minister for Further and Higher Education, Research, Innovation and Science, Simon Harris T.D. to the Waterford Training Centre and a Contracted Training Programme at the National Surf and Lifeguard Training Centre in Tramore the day before.

The Director of FET referred to capacity in the apprenticeship system nationally, additional apprentices will be taken on but delays are out of the control of WWETB.

- (d) **Reserved Functions** of the Board: A List of the Reserved Functions of the Board (as determined by the Education and Training Boards Act 2013) was circulated to the Board for information.
- (e) **Draft Service Plan 2022**
The Director of OSD presented the Service Plan 2022 draft to the Board and gave an overview of the Plan to the meeting. The Service Plan sets out the intent to progress the 5 year strategy statement 2018-2022 including the development of education and training for the year ahead and includes a Statement of Services and projected Receipts and Expenditure for 2022.

Significant progress was made during 2021 and the document highlights areas of priority over the coming year.

The Chairperson read the following notification from the Chairman of the Finance Committee: *"The WWETB Finance Committee, at their meeting held on 16th February, unanimously recommended the adoption of the WWETB Service Plan 2022 to the Board of WWETB."*

The Board adopted the Service Plan 2022: Proposed Cllr. Pat Nugent; Seconded Ms. Mary Ryan.

220222.09 NOMINATIONS/MEMBERSHIP TO BOARDS OF MANAGEMENT AND COMMITTEE

Meánscoil San Nioclás: Mr. Senan Lillis tendered his resignation from the Board of Management of Meánscoil San Nioclás. The CE thanked him for his contribution to the board of management. No nominations were put forward - it was noted by Mr. Lillis that a proficient level of Irish would be necessary to be an effective member of this Board.

220222.10 CHIEF EXECUTIVE'S REPORT

(a) COVID-19 Response Updates

The CE reported that, on the whole, schools and centres are operating satisfactorily and in accordance with national public health guidelines. The Director of FET confirmed cleaning regimes are continuing and while mask wearing is encouraged, it is not a requirement.

The CE highlighted the following points:

- Two Expressions of Interests were advertised in the last few weeks for Tramore and Enniscorthy in relation to FET buildings.
- St. Paul's Community College and Meánscoil San Nioclás – designation status: A request has been made to the Department of Education to correct a legacy error on the Patrons Register.
- Green Skills – a launch will be held at Wexford County Council Offices of the National Green Skills Strategy on the 23rd March 2022, from 10.00a.m. – 4.00p.m. and board members will be invited to attend.

(b) Presentation: Green Skills agenda for FET by Michael O'Brien, Innovation and Development Manager (Item 220222.18 below refers)

220222.11 CIRCULAR LETTERS – Department of Education

{available: <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/>}. The following Circular Letters were adopted: Proposed Cllr. Mary Farrell; Seconded Mr. Senan Lillis.

- (a)** 0005/2022: Revision of salaries of certain grades other than Teachers and SNAs employed by ETBs with effect from 1 February 2022.
- (b)** 0003/2022: Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers, 2022/2023.
- (c)** 0002/2022: Graduate Certificate in the Education of Pupils on the Autism Spectrum (AS) for teachers working with Pupils on the AS Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools, 2022/2023.
- (d)** 0001/2022: Teacher Fee Refund Scheme 2021.

22022.12 BOARD/COMMITTEE REPORTS (including draft reports if not stated)

The following Board of Management reports were noted by the Board:

- (a) Board of Management Reports:
 - *Dungarvan College-Coláiste Dhún Garbhán report of meetings held 14th October 2021, 16th December 2021 and 10th February 2022;*
 - *Kennedy College report of meeting held 22nd November 2021.*
 - *Kilnamanagh Community National School 19th October 2021, 18th January 2022 and policies.*
- (b) Committee Report:
 - North Wexford Area Committee draft report of meeting held 20th October 2021.*

22022.13 ETBI (Education and Training Boards Ireland)

ETBI Reserve Members Forum – Report from meeting held 15th December 2021 was referred to by Cllr. Kathleen Codd-Nolan and circulated to the Board.

22022.14 PRESS RELEASES: Department of Education

{available: <https://www.education.ie/en/Press-Events/Press-Releases/2020-press-releases/>}. The following Press Releases were brought to the attention of the Board and noted:

- (a) Minister Josepha Madigan to take part in Gender Quality and Diversity event with French Minister Élisabeth Moreno in Paris.
- (b) Assessment Arrangements for Junior Cycle and Leaving Certificate Examinations 2022.
- (c) Junior Cycle Examination Timetable 2022.
- (d) Further adjustments to the written examinations.
- (e) Leaving Certificate Examination Timetable 2022.
- (f) Information Note ESR ETB 0002/2022 - COVID-19: Changes to Special Leave with Pay from 7th February 2022 for Staff other than Teachers and Special Needs Assistants who are employed in ETBs.
- (g) Information Note ESR-ETB 0001/2022 - COVID-19: Updated Working and Leave Arrangements from January 2022 for staff, other than Teachers and Special Needs Assistants, who are employed in ETBs.
- (h) Minister Foley confirms waiving of fees for 2022 State Examinations.
- (i) Initial Teacher Education and Professional Development Section.
- (j) Digital, Teacher Supply, Teaching Council Section.
- (k) Minister Foley confirms arrangements for State Examinations 2022.
- (l) State Boards under Department of Education.
- (m) Wellbeing support for Leaving Certificate students, parents and school staff.
- (n) Foley announces €65m Summer Works Programme for 2022.
- (o) Statement from the Department of Education on COVID-19 measures in place in schools.
- (p) Statement regarding meeting of Advisory Group on planning for State Examinations, 20 January 2022.
- (q) Minister Foley invites parents and guardians, students and stakeholders to give their views on the School Transport Scheme 20 January 2022.
- (r) Information Note TC 0001/2022 - COVID-19: Updated Working and Leave Arrangements from January 2022 for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary Schools.
- (s) Minister Foley congratulates winners at the 2022 BT Young Scientist and Technology Exhibition.
- (t) Wellbeing information for parents/guardians.
- (u) Wellbeing information for students.
- (v) Catalogue of Wellbeing Resources for Schools.
- (w) Students not attending school if they have symptoms (Multilingual).

220222.15 PRESS RELEASES: Dept. of Further & Higher Education, Research, Innovation & Science
{available:https://www.gov.ie/en/search/?type=press_releases&organisation=department-of-higher-education-innovation-and-science}. The following Press Releases were brought to the attention of the Board and noted:

- (a) Ministers Harris and Collins announce €430 million in new capital programmes for the further and higher education sectors.
- (b) Minister Harris marks International Day of Women and Girls in Science.
- (c) Minister Harris urges third level students to avail of booster vaccinations when they can.
- (d) Ministers Harris and McEntee launch online consent hub on sexual consent.
- (e) Minister Harris invites expressions of interest for the board of SOLAS.
- (f) Minister Harris announces purchase of major new training facility for Galway Roscommon ETB.
- (g) Record number of people register as apprentices - Minister Harris.
- (h) Minister Harris announces €1 million in research projects including gender based abuse, eating disorders and sexual harassment in school.
- (i) Minister Harris commits €3 million to improve literacy among adults.
- (j) Minister Harris opens Bright Futures in Technology Event at BT Young Scientist & Technology Exhibition.
- (k) Minister Harris confirms third level will proceed as planned after meeting with stakeholders.
- (l) Minister Harris confirms government approval for legislation to reform higher education sector and modernise the role of the Higher Education Authority.

220222.16 DATE OF NEXT MEETING

- (a) The next meeting of WWETB is scheduled to take place on **Tuesday, 29th March 2022** in Waterford – venue to be confirmed.
- (b) Apologies, general: The Chairperson reminded Board Members to inform the executive as *soon as possible* if unable to attend a board meeting.

220222.17 AOB

The meeting concluded and a presentation then took place for remaining members.

220222.18 PRESENTATION

Presentation: Green Skills agenda in VET by Michael O'Brien, Innovation and Development Manager (Item 220222.10(b) above refers)

The Innovation and Development Manager gave a presentation – 'Green Skills in VET - Second Sectoral Workshop – energy Sector'. He referred to climate change and sustainable development as a significant and growing challenge to all areas of culture, society and the economy and the potential role of education in progressing positive action to address this challenge.

He congratulated the Building Team, Corporate Services Manager, Director of FET and CE in relation to the College of the Future in FET which will see all of the FET provision in Wexford in the one campus from all levels up to level 10 PhD. Progression Agreements are in place with IT Carlow, Waterford IT and Limerick IT. The Green Campus is one of the characteristics of the FET College of the Future.

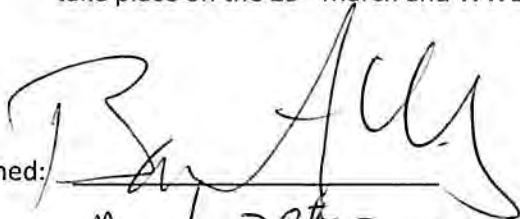
- He referred to two courses recommended by ETBI: Sustainability and Green Skills for Workers – aimed at Level 5 and Sustainability and Green Skills for Supervisors – aimed at Level 6.
- He explained timelines in relation to proposal to SOLAS to develop a Skills Specification which QQI converted to training programmes.
- Programmes currently available at level 4 and 5, short and part-time courses were listed and some included: Nearly Zero Energy Building (NZEB) Fundamental Awareness, Retrofitting course developed in Waterford in response to an approach at SEAI Conference.

- NZEB Fundamentals course moved online and presentation of certificates to graduates scheduled to take place on the 23rd March 2022.
- V.R. Training in Retrofit - Westminster and Southend University examined Programmes.
- Heat Pumps - Pilot training Course in Wexford up and running.

He reiterated that the Ministerial launch of the National Green Skills Summit is scheduled to take place on the 23rd March and WWETB will host a stand at the Summit.

Signed:

Date:


March 29th 2022.

Documents circulated:

Agenda

Conflict of Interest Declaration Forms

Minutes of WWETB meeting held 11th January 2022

Finance Committee Annual Report 2021

Reserved Functions of the Board – list

WWETB Draft Service Plan 2022

Chief Executive's Report

Draft Minutes North Wexford Area Comm. Meeting 20th October 2021

ETBI Reserve Members Forum Report of meeting held 15th December 2021