



Waterford and Wexford Education and Training Board

MINUTES

WWETB Meeting held 9th January 2018

*Held at the Brandon House Hotel New Ross Co. Wexford
9th January 2018 at 4.30p.m.*

Waterford and Wexford Education and Training Board
Minutes of Meeting held Tuesday 9th January 2018

Board Members in attendance: *Cllr. Jim Moore Chairperson presiding, Cllr. Michael J. O’Ryan, Deputy Chairperson, Cllr. Ger Carthy, Cllr. Kathleen Codd-Nolan, Mr. Geoffrey Collins, Mr. Mark Fitzgerald, Cllr. Barbara-Anne Murphy, Ms. Nessa Murphy, Cllr. Pat Nugent, Cllr. Lola O’Sullivan, Ms. Mary Ryan, Ms. Áine Uí Fhoghlú, Mr. John Wall.*

Also in attendance: *Mr. Kevin Lewis, Chief Executive, Ms. Eilís Leddy, Director of Schools/Education Officer; Dr. Karina Daly, Director of Organisational Support and Development, Mr. Michael O’Brien, Innovation and Development Manager, Mr. Owen O’Mahony, Finance Manager, Mr. Ken Whyte, Director of Further Education and Training.*

Apologies: *Cllr. Malcolm Byrne, Cllr. Tom Cronin, Mr. David Doyle, Mr. John Evoy, Cllr. Mary Farrell, Cllr. Fionntán Ó’Súilleabháin, Cllr. Mary Roche.*

0118.01 Presentation on Contracted Training

Ms. Nichola Long Unit Manager, Waterford Wexford Training Services gave a presentation and overview to the Board on Contracted Training and responded to queries. An information document was also circulated to the Board.

0118.02 CONDOLENCES

The Board extended sympathy to the following:

- ~ *Mr. Tony Dempsey on the death of his brother Pat;*
- ~ *Mr. and Mrs. Séan and Mary Reck on the tragic death of their son Ger, a student at Enniscorthy VC;*
- ~ *Mr. Michael O’Brien on the death of his mother-in-law Ms. Margaret Menton;*
- ~ *Ms. Grace Finlay on the death of her father Mr. Benjamin Finlay;*
- ~ *Ms. Noeleen Murphy on the death of her Aunt Ms. Alice Storan;*
- ~ *Mr. Dennis Breen on the sudden death of his partner’s mother Ms. Yvonne McGuire;*
- ~ *Ms. Virgo Hynes on the death of her mother Ms. Peg Hynes;*
- ~ *Mr. Tom Foley on the death of his wife Ellen (Nellie) Foley.*

0118.03 CONGRATULATIONS

Congratulations were extended to the following:

- (a) *Youthreach Students Paul Courtney Ford (Wexford), Sandra Kennedy and Kia Conaty Carley (Tramore) who have been awarded a place in the group of twenty four students from all over Ireland, which will form the Michael Sweetman Education Trust Team and take part in EUROSCOLA in the European Parliament from 23rd January to 26th January, 2018.*
- (b) *The Minister for Education and Skills Mr. Richard Bruton, T.D. has announced a Pilot Leaving Certificate Computer Science subject; Creagh College is one of the 40 post primary schools who will be offering the Programme.*

0118.04 MINUTES

The Minutes of Waterford and Wexford Education and Training Board Meeting held on the 7th November 2017 were adopted, Proposed: Cllr. Barbara-Anne Murphy, Seconded: Mr. John Wall.

0118.05 FINANCE

- (a) **Finance Summary:** Waterford and Wexford ETB Financial Situation at the end of November 2017: *Summary of Receipts and Payment* balances was circulated to the Board and the Finance Officer outlined his report to the Board.
- (b) **Audit of 2016 Accounts:** The Director of OSD thanked all staff involved in the successful completion of two Audits within a tight timeframe. She explained the processes involved and circulated a document to the Board in relation to the Audit of Financial Statements for year 2016, which set out Responsibilities, Details and Timeline. She confirmed that required deadlines set by Comptroller and Auditor General have been met by WWETB. The Annual Financial Statement (V15) 2017 is required to be submitted to the Comptroller and Auditor General before 1st April 2018 and management will be communicating as required with the relevant stakeholders in due course.
- (c) **Audit 2017 including Department of Education and Skills Secretary General correspondence to the Chairperson and Chief Executive:** The Chairperson brought to the attention of the Board a letter received from the Secretary General of the Department of Education and Skills, Mr. Seán Ó Foghlú, which required that the statutory deadline of 1st April 2018 for the submission of 2017 Accounts from ETBs be met. The Chairperson outlined the content and background of correspondence to the Board. The CE was in receipt of similar communications. It was noted to members that delayed sanction for the appointment of a Permanent Finance Officer, while temporary competitions were being unsuccessfully completed, and the moratorium on staff recruitment in the public service delayed submission of accounts in 2017 but all financial accounts responsibilities were completed. The Board discussed the correspondence from the Secretary General and it was acknowledged that WWETB are working towards the deadline and Management, Staff, Audit and Finance Committees were thanked for their co-operation in this regard. Following discussion, it was agreed to send a response to the Secretary General from the Chairperson.

0118.06 CORRESPONDENCE

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

- (a) Waterford Institute of Technology: Ministerial appointment of **Mr. Michael Fitzpatrick**, ICTU Representative on the Governing Body - Section 4(1) (f) of the Regional Technical Colleges (Amendment) Act 1994; his term of office will expire on the 31st March 2020.
- (b) Waterford Institute of Technology: Ministerial appointment of **Ms. Mary Ryan** under Section 4(1)(a) of the Regional Technical Colleges (Amendment) Act 1994 and **Dr. Mark White** under Section 4(1)(g) of the Regional Technical Colleges (Amendment) Act 1994 to the Governing Body of Waterford Institute of Technology. Ms. Ryan's term of office will be for a period of five years and Dr. White's term of office will expire on the 31st March 2020.
- (c) Correspondence from the Department of Education and Skills in relation to survey of ETB Board Meetings 2016 and 2017: The CE referred to the communication and template received for completion, requesting details of attendances of Board Members and details on Scheduled ETB board meetings for 2016 and 2017.

0118.07 GOVERNANCE

- (a) The Audit Committee Report was read to the Board by the CE.
- (b) The Finance Committee Report was read to the Board by the CE.

Cllr. Pat Nugent extended his appreciation to the Finance Officer for his assistance and contribution at the recent Finance Committee meeting.

- (c) **Parent Representative** Waterford and Wexford Education and Training Board Nomination – Update. The ETB Schools National Parents’ Association have received a number of applications and it is expected that the vacancy will be filled in January and WWETB informed of Nominee.
- (d) **Ramsgrange Community School:** Selection of WWETB Nominee to the Board of Management. **Ms. Anne O’Hanlon** was nominated: Proposed by Cllr. Ger Carthy, Seconded: Cllr. Barbara-Anne Murphy.
- (e) **Draft Statement of Strategy:** The Chairperson outlined the Consultation Process, which is on-going but almost complete and comments and feedback were invited from the Board by the Director of OSD. The Board reviewed the Draft Statement of Strategy and it was agreed that an updated Draft and short summary/presentation on the main points of the Strategy Statement based on feedback would be presented to the Board at the next meeting. It was also agreed to hold a Special Meeting if necessary at the end of March, Proposed: Cllr. Michael J. O’Ryan, Seconded: Cllr. Lola O’Sullivan.
- (f) **Technological Universities Bill 2015:** The CE outlined the relevant Section of the Bill to the Board which states: Chapter 3: Governance of Technological University, Section 25. (1) ‘Membership of governing body of technological university’ which states that a governing body shall consist of (i) *“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 the campuses of the technological university are located.”*
The Board expressed disappointment and serious concern at the proposal for only one representative from ETB Members on the Governing Body as currently set out in the Bill. This is a major reduction from the present position and has the potential to significantly undermine the important progression links between Further Education and Training provided by ETBs and Higher Education in the Technological Universities.
The Board urged ETBI to lobby to ensure that the situation is restored and believes one representative from all the ETBs in whose areas the campuses of Technological Universities are located to be totally inadequate given the large cohort of FET learners in the Waterford and Wexford area. It was agreed to write to ETBI in this regard.

0118.08 CHIEF EXECUTIVE’S REPORT

- (a) The CE’s Report was circulated to the Board for information and the respective Managers in attendance presented their reports and updates and responded to matters raised. Details included information on Strategic Development and Integration Process, Schools and Colleges, FET, Training Services, Apprenticeships, Innovation and Development and Organisational Support and Development. A Community Education Timetable January 2017- December 2017 Waterford and Wexford was also distributed to the Board.
Preparations are underway for an upcoming Concert in The National Opera House on the 2nd March 2018 featuring post-primary students from the 12 post primary schools and a staff choir.
- (b) WWETB Newsletter – Winter 2017- was circulated to the Board.

0118.09 POLICIES

The following Policies were adopted and noted:

- (a) **Waterford and Wexford Education and Training Board Hospitality and Gifts Policy:**
Proposed: Ms. Mary Ryan Seconded: Mr. John Wall.
- (b) **Waterford and Wexford Education and Training Board Disposal of Fixed Assets Policy:**
Proposed: Ms. Mary Ryan Seconded: Mr. John Wall.
- (c) **Bullying Prevention Policy – Complaint Procedure for ETB Staff.** The Policy was noted.
The revision of ETB policy has been carried out on a partnership basis and has been agreed by Education and Training Boards Ireland and Trade Unions representing staff in the Education and Training Board sector.

0118.10 COMMITTEES

Board of Management Reports:

The following Board of Management Reports were noted:

- (a) *Enniscorthy Vocational College*, meeting held 6th November 2017 and 12th September 2017;
- (b) *Selskar College* meeting held 11th October 2017 and 8th November 2017;
- (c) *Meánscoil San Nioclás* meeting held 14 Meán Fómhair 2017 agus 19 Meitheamh 2017;
- (d) *Area Committees* – Reports to be presented at the next WWETB Meeting.
- (e) *Youth Committee*, Nomination to Youth Work Committee (*following the resignation of Cllr. Lola O’Sullivan*). It was agreed to propose a nominee at the next WWETB Meeting.
- (f) *Youthreach Board of Management* – Approval for Nomination following election of New Staff Member:
Ms. Una Dunphy to WWETB Youthreach Board of Management,
Proposed: Mr. John Wall, Seconded: Cllr. Kathleen Codd-Nolan.
- (g) *VTOS Board of Management* – Approval for Nomination following election of New Staff Member:
Mr. Terry Ryan to WWETB VTOS Board of Management, Proposed: Cllr. Barbara-Anne Murphy, Seconded: Ms. Nessa Murphy.

0118.11 ETBI

- (a) Report from ETBI Reserve Members Forum: Cllr. Kathleen Codd-Nolan gave a verbal report to the Board.
- (b) ETBI Brief No. 17/2017: Responding to queries in relation to the characteristic spirit of ETB schools. The CE outlined content of the Brief. The Director of Schools/Education Officer advised it is an ongoing process with various forums developing a framework and emphasised that careful consultation, clarity on core values and what our schools represent, is required.
- (c) ETBI Newsletter: Autumn 2017: Copy of newsletter was distributed to the Board.
- (d) Notification from ETBI on the Publication of Guidelines on the use of school buildings outside of school hours. The relevant correspondence was forwarded to Principals/Secretary to forward to Boards of Management. The Director of Schools/Education Officer stated that feedback from Principals suggest that the Guidelines may not address all issues such as Health and Safety, Opening and Closing of premises and Caretaking.

0118.12 CIRCULAR LETTERS

The following Department of Education and Skills Circular Letters {Available on: www.education.ie} were brought to the attention of the Board and adopted, Proposed: Cllr. Ger Carthy, Seconded Mr. Geoff Collins.

- (a) 0083/2017: Revision of Teachers' Salaries with effect from 01 January 2018;
- (b) 0081/2017: Publication of new "Child Protection Procedures for Primary and Post-Primary Schools 2017";
- (c) 0080/2017: Physical Education in Senior Cycle;
- (d) 0077/2017: Revision of Salaries of all staff paid directly by a recognised school or ETB with effect from 1 January 2018;
- (e) 0076/2017: Revision of Salaries in Respect of All Staff Other Than Teachers and SNAs Employed by ETBs with effect from 1 January 2018;
- (f) 0073/2017: Revision of Salaries for Special Needs Assistants (SNAs) with effect from 1 January 2018;
- (g) 0072/2017: Reminder to schools regarding the deadline of 31 December 2017 for the retrospective vetting of teaching staff, non-teaching staff and others;
- (h) 0071/2017: Flexi Time Scheme for Administrative personnel in Education & Training Boards;
- (i) 0067/2017: Leaving Certificate Computer Science.

0118.13 PRESS RELEASES

The following Department of Education and Skills Press Releases {Available on www.education.ie} were brought to the attention of the Board:

- (a) 15 December, 2017 - Minister Bruton launches School Excellence Fund – Digital;
- (b) 14 December 2017 - Minister Bruton launches skills audit tool & supports to help business identify skill needs
- (c) 12 December 2017 - Minister Bruton presents first Junior Cycle Profile of Achievement
- (d) 11 December 2017 - Minister Bruton welcomes commencement of the Children First Act 2015 and announces publication of new child protection procedures for schools
- (e) 11 December 2017 - Taoiseach & Minister Bruton Announce Examinable Leaving Certificate Subject in Physical Education
- (f) 08 December 2017 - Ministers Bruton & Halligan announce 26 new apprenticeships
- (g) 06 December 2017 - Over 1,000 extra SNAs in 2018 - Minister Bruton
- (h) 04 December 2017 - Minister Bruton prioritises teaching of foreign languages
- (i) 30 November 2017 - Spending on Gaeltacht Education to more than double in 2018 – Minister Bruton
- (j) 27 November 2017 - Minister Bruton launches plan to make Ireland best in Europe in STEM by 2026
- (k) 24 November 2017 - Extra support to DEIS schools for Student Support Teams – Minister Bruton
- (l) 20 November 2017 - Leaving Certificate retention rates highest in history - Minister Bruton
- (m) 16 November 2017 - Minister Bruton Seeks to Boost Traineeships
- (n) 15 November 2017 - Minister Bruton welcomes the Third National Forum on Education for Sustainable Development
- (o) 14 November 2017 - Minister Mitchell O'Connor announces €6.3m allocation to support Technological University development and higher education landscape restructuring
- (p) 13 November 2017 - €1.8m funding for Innovative Programmes in DEIS schools as Minister Bruton launches School Excellence Fund;

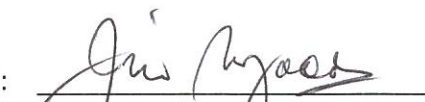
- (q) 07 November 2017 – Cabinet approves progression of the Technological Universities Bill.

0118.14 ADDENDUM

An Addendum was circulated to the Board.

- (a) Post Leaving Certificate Programme: The CE and Director of FET attended a launch organised by SOLAS on 9th January 2018, in relation to the publication of the ESRI Evaluation on PLC Programme and the SOLAS response, by the Minister for Education and Skills.
- (b) PE in Senior Cycle – phased introduction of two new curricula for PE in Senior Cycle. Schools invited to apply to participate in the first phase. A number of WWETB schools have applied for inclusion in the first phase.
- (c) Teacher Shortages in schools was discussed and the Board were assured that everything possible locally is being done to alleviate the situation. The Director of Schools/Education Officer explained the difficulties encountered in recruiting suitably qualified teachers to the various subjects.
- (d) SNAs – the Director of Schools/Education Officer gave details and statistics on the number of overall SNAs for the 2015/2016, 2016/17 and 2017/2018 school years.
- (e) Special Meeting – It was agreed to hold a Special Meeting of WWETB on the 27th March 2018 (in addition to the usual Board Meeting on the 6th March) to deal with the annual financial accounts and the statement of strategy.
- (f) The Chairperson on behalf of the Board wished the Director of OSD well on her upcoming Maternity Leave.
- (g) Department of Education and Skills **Circular Letter 0001/2018: Teacher Fee Refund Scheme 2017** {available on www.education.ie}: was brought to the attention of the Board and adopted: Proposed: Cllr. Ger Carthy, Seconded Mr. Geoff Collins.
- (h) **Press Releases:** The following Department of Education and Skills Press Releases {Available on www.education.ie} were brought to the attention of the Board:
- (a) 09 January 2018: Minister Bruton publishes evaluation of the Post Leaving Certificate Programme;
- (b) 04 January 2018: Minister Bruton announces Leaving Certificate Computer Science Subject.

Signed:



Date:

