



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

Waterford and Wexford Education and Training Board

# MINUTES

*WWETB Meeting held 3<sup>rd</sup> July 2018*

*Held at the Waterford Training Centre,  
Cork Road, Waterford  
3<sup>rd</sup> July 2018 at 4.30p.m.*

**Waterford and Wexford Education and Training Board**  
**Minutes of Meeting held Tuesday 3<sup>rd</sup> July 2018**

**Board Members in attendance:** Cllr. Michael J. O’Ryan, Deputy Chairperson presiding, Cllr. Tom Cronin, Mr. John Evoy, Cllr. Kathleen Codd-Nolan, Mr. Geoffrey Collins, Mr. David Doyle, Cllr. Barbara-Anne Murphy, Ms. Nessa Murphy, Cllr. Pat Nugent, Cllr. Fionntán Ó’Súilleabháin, Ms. Mary Ryan, Mr. John Wall.

**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.

**Apologies:** Cllr. Jim Moore Chairperson, Cllr. Malcolm Byrne, Cllr. Ger Carthy, Cllr. Mary Farrell, Mr. Mark Fitzgerald, Cllr. Lola O’Sullivan, Cllr. Mary Roche, Ms. Áine Uí Fhoghlú, Ms. Finola Walsh, Mr. Michael O’Brien, Innovation and Development Manager, Mr. Paul Glynn, Temporary Director OSD.

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#### **030718.01 CONDOLENCES**

The Board extended sympathy to the following:

- ~ Ms. Liz Ryan on the death of her husband Mr. Patrick Ryan;
- ~ Cllr. Mary Farrell on the death of her mother Ms. Peg Dempsey;
- ~ Ms. Mary Walsh on the death of her Mother Ms. Nora Flynn;
- ~ Ms. Noeleen Murphy on the death of her brother-in-law Mr. Peter Molloy;

#### **030718.02 CONGRATULATIONS**

The Board extended congratulations to the following:

- Cllr. Declan Doocey following his election as Mayor of the City and County of Waterford;
- Cllr. Pat Nugent outgoing Mayor of Waterford City and County Council for his service and contribution at Local Community Development Committee level also.
- Ms. Anna Long on her forthcoming retirement;
- Ms. Gráinne Walsh, Principal, St. Declan’s Community College on the birth of her son Michael.

#### **030718.03 MINUTES**

The Minutes of Waterford and Wexford Education and Training Board meeting held on the **8<sup>th</sup> May 2018** were adopted: Proposed Cllr. Pat Nugent; Seconded Mr. John Wall.

#### **030718.04 FINANCE**

- (a) **Finance Report:** Waterford and Wexford ETB Financial Situation Summary and Details as at the end of May 2018: *Summary of Receipts and Payment* balances was presented to the Board and noted. The Finance Officer outlined report and confirmed that Schools’ Budget Allocations and Templates have been issued with most schools receiving an increase in their non-pay figures. Training has been provided and follow-up visits by Finance Staff to schools will continue. The Finance Manager responded to questions and provided clarification where required.
- (b) **Overdraft Facility:** A brief overview of finances was provided to the Board and given the dependence on the timing of tranche funding a proposal to borrow was presented to the Board and procedure explained.

The Board accepted the proposal to borrow and request approval to access overdraft facilities from the Minister for Education and Skills in the sum of €3million for a further twelve month period to the 31<sup>st</sup> December 2019 for the purposes of carrying out the functions of the Board in accordance with Circular Letter 0066/2014 and Section 49 of the ETB Act 2013; Proposed by Ms. Mary Ryan; Seconded Cllr. Tom Cronin.

- (c) **Service Plan 2018:** The Waterford and Wexford Education and Training Board Service Plan 2018 which outlines funding proposals across all education, training and youth work provisions was circulated to the Board. The Finance Committee at its meeting held on the 20<sup>th</sup> June 2018 reviewed and recommended the Service Plan for adoption. The Board adopted the Service Plan 2018. Proposed Cllr. Pat Nugent; Seconded Mr. John Wall.

### 030718.05 CORRESPONDENCE

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

- (a) Reminder from the Department of Education and Skills to Bodies under the aegis of the DES of its role and responsibilities in regard to the Data Protection Bill 2018, General Data Protection Regulation (**GDPR**), Regulation (EU) 2016/679 and Law Enforcement Directive – LED), Directive (EU) 2016/680.
- (b) Letter from ETB Schools National Parents’ Association regarding governance and offer of assistance in setting up or training was noted and has been notified to Principals.
- (c) Nomination from Waterford Institute of Technology of proposed Student Representatives **Ms. Marie Sheedy** and **Mr. John Fortune** to the Governing Body of Waterford Institute of Technology and request to seek Ministerial approval in accordance with Sections 4 (1)(e) of the Regional Technical Colleges (Amendment Act) 1994 was recommended by the Board. Proposed Cllr. Barbara-Anne Murphy; Seconded Mr. John Evoy.
- (d) Confirmation from the Minister for Education and Skills of the appointment of **Dr. Eugene Broderick**, representing Church Bodies under Section 4 (1)(g) of the Regional Technical Colleges (Amendment) Act 1994 as a member of the Governing Body of Waterford Institute of Technology following the resignation of Mr. Eamonn McEneaney was noted. Dr. Broderick’s term of office to expire on 31<sup>st</sup> March 2020.
- (e) Request from the Principal/Secretary to the Board of Management of Coláiste Chathail Naofa seeking permission to change the name to **Dungarvan College**. Letter from the Principal and extract from Board of Management Minutes of meeting held 10<sup>th</sup> April 2018 were circulated to the Board. The CE outlined Principal’s Timeline from initial discussions to letter of 6<sup>th</sup> June 2018 and gave details on surveys and discussions carried out with relevant stakeholders. Following discussion the Board granted approval for name change of Coláiste Chathail Naofa to Dungarvan College. Proposed Cllr. Tom Cronin; Seconded by Cllr. Pat Nugent. The Board added a proviso that they would appreciate an update in twelve months’ time on reflections as to the success or any observations following the name change.
- (f) Notification of Approval of Quality Assurance Procedures of Waterford and Wexford Education and Training Board from QQI Programmes and Awards Executive Committee (PAEC). The CE thanked the Director of FET Mr. Ken Whyte and Quality Assurance Team on this accomplishment.

### **030718.06 GOVERNANCE**

The CE outlined details from the following Reports to the Board:

- (a) *Audit Committee* Report of meeting held 24<sup>th</sup> May 2018;
- (b) *Finance Committee* Report of meeting held 20<sup>th</sup> June 2018.

Cllr. Pat Nugent referred to discussions at meeting including review and recommendations in relation to property leases. Mr. David Doyle referred to discussion regarding accounting procedures in relation to Parent Association Bank accounts. The preferred protocol was explained by the CE and Finance Officer and includes closing of existing Parent Association bank accounts and the lodgement of future funds to ETB bank account as per normal procedures. In addition, Parent Associations were urged to avoid opening bank accounts.

### **030718.07 CHIEF EXECUTIVE'S REPORT**

The CE's Report was circulated to the Board for information and the Directors and Managers in attendance presented their respective reports and responded to matters raised. The CE highlighted the following SMT Developments:

#### *Appointments:*

- Ms. Elaine Murray, temporary Acting Principal, St. Declan's Community College.
- Ms. Liz Duffy, temporary Adult Education Officer.
- Ms. Trina Tsai, Youth Officer.
- Mr. Paul Glynn, temporary Acting Director OSD.
- Mr. Declan O'Toole, temporary Acting Principal, Creagh College.

#### *Retirements:*

- Ms. Suzanne Barrett, Principal, Kennedy College.
- Mr. Frank McQuillan, VTOS Co-ordinator Kilmacthomas.
- Mr. John Brennan, Youthreach Coordinator in Enniscorthy.

#### *Career Break:*

- Mr. Jim Darcy, Youthreach Co-ordinator, Waterford City for one year.

*Strategy Statement:* Copies of Strategy Statement 2018-2022 were distributed to the Board and the CE confirmed that formal implementation and communication will be commenced in the Autumn.

*Schools Reconfiguration for Diversity Process:* The CE gave an overview to the Board and following completion of a survey by the County Childcare Committee in Waterford City confirmed that the Department of Education and Skills has been informed of the outcome. A meeting has been requested with the Bishop of Waterford and Lismore Most Reverend Bishop Alphonsus Cullinan to discuss the possible transfer of patronage of an existing primary school in Waterford to meet this demand.

## **Education**

The Director of Schools/Education Officer congratulated all involved following recent award Ceremonies.

*GDPR:* The Director of Schools/Education Officer outlined requirement following new General Data Protection Regulations whereby Schools are required to review the legal basis upon which they process student data and confirmed that a draft Template Letter has been forwarded to Principals.

*Education (Admissions to schools) Bill 2016:* Following enactment, Admission Policies in Schools will be reviewed and amended as required.

### *Section 29 Appeal Hearings/Accommodation St. Declan's Community College:*

The Director of Schools/Education Officer gave an update on the status of Section 29 Hearings and upset caused to parents and students was acknowledged. An appeal has been made to the Department of Education and Skills for temporary accommodation in parallel with permanent accommodation. Following negotiations, sanction has been agreed for the provision of temporary accommodation (while acknowledging the need for a longer term solution) for the new school year. A discussion took place on the demand for school places and additional accommodation requirements in order to alleviate the student over-capacity crisis and the CE advised that a lot of progress has been made but not concluded yet and liaison with Waterford City and County Council particularly in relation to planning matters is relevant to the process.

Cllr. Pat Nugent thanked the Director of Schools and CE for their efforts.

Cllr. Michael J. O'Ryan proposed that the Board request relevant development exemptions and following a show of hands it was unanimously agreed that the necessary arrangements should be in place in order to have the accommodation available to resolve the crisis in time for the commencement of the next school year. He appealed for the assistance and co-operation of Waterford City and County Council in this regard. Proposed Cllr. Pat Nugent; Seconded Cllr. Tom Cronin.

## **Further Education and Training**

- The Director of FET confirmed QQI's acceptance of the Executive Self-Evaluation Report and Quality Improvement Plan and formal re-engagement with WWETB.
- SOLAS/WWETB: Strategic Performance Agreement final document has been submitted.
- Training in Heavy Goods Vehicles (HGV) has commenced with Programme designed to meet the needs of Employers.

## **Innovation and Development**

- *Fab-Lab, Enniscorthy:* Premises identified and refurbishment commencing September.
- *NZeb:* Draft National Skills Specification being prepared. The Innovation and Development Manager is representing Waterford and Wexford Education and Training Board at a meeting in New York along with Mr. Tony Larkin, Director of Services Wexford County Council.
- *Apprenticeship Development:* The Director of FET responded to queries and a presentation to the Board is envisaged in the near future.

### 030718.08 POLICIES

The following Policy, Summary and accompanying Financial Authority and Approval Levels was circulated:

- (a) *WWETB Treasury Policy* was adopted, Proposed Mr. David Doyle; Seconded Ms. Mary Ryan. The Finance Officer explained the policy which provides guidance and standardising processes in relation to cash handling, receipting and bank account usage and gave examples.
- (b) *Financial Authority and Approval Levels WWETB*; the detailed procedures was noted.

### 030718.09 BOARDS/COMMITTEES

#### (a) Board of Management Reports including draft reports:

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

- (i) Bridgetown College held on the 24<sup>th</sup> January 2018 and 11<sup>th</sup> April 2018;
- (ii) Enniscorthy Vocational College held on the 20<sup>th</sup> March 2018;
- (iii) Waterford College of Further Education held on the 12<sup>th</sup> April 2018;
- (iv) Coláiste Abbáin held on the 9<sup>th</sup> May 2018;
- (v) Kennedy College held on the 20<sup>th</sup> March 2018, 5<sup>th</sup> February 2018, 12<sup>th</sup> December 2017, 4<sup>th</sup> October 2017, 30<sup>th</sup> August 2017, 22<sup>nd</sup> May 2017, 6<sup>th</sup> April 2017, 28<sup>th</sup> February 2017.
- (vi) Bunclody Vocational College held on the 24<sup>th</sup> October 2017, 13<sup>th</sup> March 2017 and 13<sup>th</sup> June 2018.
- (vii) St. Paul's Community College held on the 22<sup>nd</sup> March 2018 and 4<sup>th</sup> May 2018;
- (viii) Coláiste Chathail Naofa held on the 15<sup>th</sup> January 2018, 22<sup>nd</sup> February 2018, 10<sup>th</sup> April 2018, 20<sup>th</sup> April 2018 and 11<sup>th</sup> June 2018;
- (ix) Selskar College held on the 7<sup>th</sup> March 2018, 17<sup>th</sup> April 2018 and 19<sup>th</sup> June 2018.

#### (b) Boards of Managements Schools - Membership Confirmation:

- (i) Current List of School Boards of Managements Membership was circulated and approved by the Board with minor updates noted. It was emphasised that potential Board of Management members must be ratified by WWETB before they attend meetings of a Board of Management.
- (ii) **Blackwater Community School:** Request to nominate three representatives to the Board of Management of Blackwater Community School. The Board approved the following nominations to the Board of Management of Blackwater Community School:
  1. **Mr. Declan Doocey**, Proposed Cllr. Pat Nugent; Seconded Cllr. Barbara-Anne Murphy.
  2. **Cllr. Pat Nugent**, Proposed Cllr. Tom Cronin; Seconded Mr. John Wall.
  3. **Ms. Anna Long**, Proposed Cllr. Pat Nugent; Seconded Cllr. Barbara-Anne Murphy.

#### (c) Area Committee Minutes

Minutes of West and Mid Waterford meeting held 5<sup>th</sup> February 2018 was circulated and noted by the Board.

#### (d) Youth

Local Youth Club Grant Scheme 2018 Allocations deferred to next meeting.

### 030718.10 ETBI

- (a) ETBI Newsletter, Spring 2018, was circulated to the Board.
- (b) ETBI Reserve Members Forum Report of meeting held on 22<sup>nd</sup> May 2018 was circulated to the Board and Cllr. Kathleen Codd-Nolan gave an overview of meeting.
- (c) **ETBI Annual Conference and AGM:** Delegate Notice and Information Leaflet of ETBI Annual Conference and AGM, 26-27 September 2018, Killashee Hotel, Kilcullen Road, Killashee Naas Co. Kildare was circulated to the Board. Information was outlined to the Board and delegates were reminded of the requirement to book their own accommodation directly with the hotel if required.

As referred to on Delegate Information leaflet, ETBI has advised that no cancellations can be accepted after 11.00a.m. on Friday 7<sup>th</sup> September 2018 when the SharePoint access is closed i.e. the full Conference Fee will be charged for any Delegates listed after that time. The following Delegates were authorised to attend:

#### **Voting Delegates:**

1. *Cllr. Jim Moore:* proposed Cllr. Michael J. O’Ryan; Seconded Cllr. Tom Cronin.
2. *Cllr. Kathleen Codd-Nolan:* Proposed Cllr. Barbara-Anne Murphy; Seconded Mr. John Evoy.
3. *Cllr. Michael J. O’Ryan:* Proposed Cllr. Tom Cronin; Seconded Ms. Nessa Murphy.
4. *Mr. Geoffrey Collins:* Proposed Cllr. Pat Nugent; Seconded Ms. Nessa Murphy.
5. *Cllr. Tom Cronin:* Proposed Cllr. Pat Nugent; Seconded Cllr. Barbara-Anne Murphy.

#### **Non-Voting Delegates:**

- Cllr. Pat Nugent:* Proposed Cllr. Tom Cronin; Seconded Cllr. Kathleen Codd-Nolan.  
*Ms. Nessa Murphy:* Proposed Mr. Geoffrey Collins; Seconded Mr. John Wall.  
*Mr. David Doyle:* Proposed Mr. John Wall; Seconded Cllr. Tom Cronin.

### 030718.11 CIRCULAR LETTERS

The following Department of Education and Skills Circular Letters, were brought to the attention of the Board and adopted. {Available: <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/>}

- (a) 0038/2018: consultation with the School Community including Teachers, Students and Parents on the Use of Smart Phones and Tablet Devices in Schools. Proposed Mr. John Wall; Seconded Mr. David Doyle.  
Principals have been notified and the Board discussed usage of communication technologies in schools. One suggestion made was responsible usage rather than a complete ban. Ms. Nessa Murphy suggested that at least one iPad should be supplied to each subject department in schools and complimented Ms. Fiona Dee and Team on Office 365 training and resources.
- (b) 0034/2018: Recruitment of Special Needs Assistants (SNAs) – Supplementary Assignment Arrangements for the 2018/19 school year. Proposed Cllr. Kathleen Codd-Nolan; Seconded Cllr. Pat Nugent.
- (c) 0031/2018: Arrangements for the Election of Staff to Education and Training Boards (ETBs) (2018). Proposed Mr. John Wall; Seconded Mr. David Doyle.



### 030718.12 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) 11 June, 2018 - Government Invest €8million Capital for Apprenticeship Programmes in Institutes of Technology
- (b) 08 June, 2018 - Minister Bruton launches 2018 Digital Plan for Schools
- (c) 07 June, 2018 - Minister Halligan launches innovative upskilling initiative
- (d) 06 June, 2018 - Ministers Bruton, Halligan and Mitchell O'Connor wish almost 121,000 students sitting state examinations good luck
- (e) 05 June, 2018 - Design Work Begins on New Buildings for Institutes of Technology
- (f) 04 June, 2018 - Government launch Springboard+ 2018
- (g) 30 May, 2018 - Minister Bruton welcomes Special Needs Assistants Scheme review
- (h) 28 May, 2018 - Minister Bruton commences plan to increase provision of multi- and non-denominational schools
- (i) 21 May, 2018 - Minister Bruton publishes circular directing schools to consult with Parents and Students on use of smart phones and tablet devices
- (j) 18 May, 2018 - Nearly 1,000 extra SNAs for new school year – Minister Bruton
- (k) 17 May, 2018 - Government publishes the National Training Fund Expenditure Report 2018
- (l) 09 May, 2018 - Minister Bruton delivers historic reform of school admissions

### 030718.13 ADDENDUM

An Addendum was circulated to the Board.

- (a) CHIEF EXECUTIVE'S REPORT  
Additional information incorporating updates on Education, Further Education and Training and Organisation Support and Development Sections was circulated to the Board.
- (b) BOARD OF MANAGEMENT REPORT  
Coláiste an Átha report on meetings held on the 16<sup>th</sup> April 2018, 5<sup>th</sup> February 2018, 27<sup>th</sup> November 2017, 20<sup>th</sup> November 2017 and 25<sup>th</sup> September 2017 were noted by the Board.
- (c) AOB
  - (i) Update on progress of Technological University was provided following request by Cllr. Fiontán Ó'Súilleabháin and a query on progress of issues raised at Area Committee meetings was noted.
  - (ii) Cllr. Pat Nugent complimented all involved on the recent Competency Based Interview Training.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

  
