

Waterford and Wexford Education and Training Board

MINUTES

Meeting Held 30th March 2021.

*Held via Microsoft Teams,
Tuesday, 30th March 2021 at 4.00p.m.*

Waterford and Wexford Education and Training Board

Minutes of Meeting held 30th March 2021 at 4.00p.m.

Board Members in attendance: Cllr. Barbara-Anne Murphy (Chairperson presiding); Cllr. Lola O'Sullivan (Deputy Chairperson), Mr. Richard Byrnes, Cllr. Kathleen Codd-Nolan, Ms. Margaret Darrer, Cllr. Mary Farrell, Ms. Sandra Fogarty, Cllr. Susan Gallagher, Cllr. Leonard Kelly, Cllr. Garry Laffan, Mr. Senan Lillis, Cllr. Eddie Mulligan, Cllr. Pat Nugent, Cllr. Fionntán Ó'Súilleabháin, Cllr. Frank Quinlan, Mr. Pat Rath, Ms. Mary Ryan, Ms. Finola Walsh.

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

Apologies: Cllr. Aidan Browne, Ms. Kate Miskella, Mr. Michael O'Brien Innovation and Development Manager.

The meeting was conducted remotely using Microsoft Teams due to COVID-19 restrictions and advised to the Board in advance.

300321.01 GENERAL

The Chairperson outlined relevant meeting etiquette and protocols to the Board at the outset and emphasised confidentiality on all matters including the issue of press-media communications which are confidential until released by the Chief Executive in consultation with the Chairperson.

300321.02 NEW BOARD MEMBER

The Chairperson welcomed newly appointed Board Member Ms. Margaret Darrer to the meeting and the Board of WWETB following her nomination for appointment by the Irish Hotels Federation, an approved specified body in the category: 'Bodies representative of Business, Industry and Employers' subject to completion of relevant Declaration. This fills the vacancy generated by the resignation of Mr. Larry O'Brien. {Section 37 of the ETB Act 2013}

300321.03 DECLARATION OF INTEREST – CONFLICT OF INTEREST DECLARATIONS

Conflict of Interest Declaration Forms were circulated 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.

300321.04 CONDOLENCES

The Board extended sympathy to the following on their bereavements:

- ~ Ms. Theresa O'Reilly and family on the death of her husband Mr. Edward O'Reilly;
- ~ The family of Ms. Marie Lynch;
- ~ Ms. Catherine Gill on the death of her Mother Ms. Kitty Gill.

300321.04 CONGRATULATIONS

Wexford Student Enterprise Award: Bridgetown College student Lauren Williams who won the Wexford section of the Student Enterprise Programme competition in the Senior Category and will go on to represent County Wexford in the all-Ireland Competition.

300321.05 MINUTES

The Minutes of Waterford and Wexford Education and Training Board meeting held on the 23rd February 2021 were adopted. Proposed Cllr. Pat Nugent; Seconded by Ms. Finola Walsh.

300321.06 FINANCE

(a) **Finance Report:** The Finance Report (Page 28 of CE's Report as circulated) was noted.

(b) **Annual Accounts (V15) – Draft WWETB Annual Financial Statements 2020:**

The documents circulated to the Board included the following:

- (i) Draft Annual Financial Statement 2020.
- (ii) Draft Statement on Internal Control.
- (iii) Draft Letter of Representation to the Comptroller and Auditor General.

Statement on Internal Control

The Director of OSD presented the WWETB Statement on Internal Control to the Board which forms part of the Accounts submission process. The Statement on Internal Control acknowledges the responsibility of the Board in ensuring the maintenance of an efficient, effective and economic system of internal control. She gave an overview and summary of some of the main control procedures and systems in place including the Board's oversight framework and how it's informed. The Director confirmed that the WWETB Statement on Internal Control 2020 and its elements was reviewed and approved by the Audit and Risk Committee at their meeting held on the 15th March 2021. The Board approved signature of the Statement by the Chairperson.

Draft Annual Financial Statements 2020

The Finance Manager gave a Presentation on the Annual Financial Statements for the year ended 31 December 2020 before the Board and shared the presentation on-screen: '*WWETB Annual Accounts 2020*'. He explained the various sections and documents contained within the Financial Statements including signatories required and brought the Members through the process and approval timeline from the Audit and Risk Statement on Internal Control recommendation 15th March 2021 (Item 300321.08(a)(i) refers) to the Finance Committee Annual Financial Statements recommendation of 24th March 2021 (Item 300321.08(b) refers) before presentation to this Board and for submission to the Comptroller and Auditor General by the statutory deadline of 1st April 2021.

He outlined the financial summary commencing with an opening balance at 1st January 2020 of €3.7m and listed the grants received from various departments and agencies throughout the year totalling €119.9m. The various payments amounted to €112.6 comprising staff pay, non-pay, allowances and grants and capital with a closing bank balance as at 31st December 2020 of €11.1m. He gave an overview of the figures highlighted in the Financial Summary 2020 v 2019 comparison and referred to the additional funding received from the Department of Education which eliminates WWETB's legacy deficit.

The surplus, for the first time, arose due to COVID-19 supports received from the Department of Education and SOLAS and the funding received in relation to the historical deficit. The Finance Officer stressed that the figures presented are in draft form and subject to change for audit adjustment; the audit fieldwork is scheduled to commence at the beginning of May.

The Chairperson briefly summed up and quoted from various documents including the Finance and Audit and Risk Committee reports relevant to the process. Questions were invited and the Finance Officer responded to query from Cllr. Pat Nugent on a departmental meeting regarding funding.

The CE reminded the Board that while the accounts indicate a favourable surplus it is not unfortunately an indication that excess funding is available for dispersal due to tight regulation of funding which requires careful governance and management. It is likely that an application for overdraft facilities will still be required despite the welcome surplus. He extended his appreciation to the Director of OSD, Finance Manager and Teams and commended the Audit and Risk and Finance Committees for their work in this regard.

The Chairperson is to meet with both Audit and Risk and Finance Committee Chairpersons in the near future where she will relay the appreciation of the Board. The Chairperson also complimented the Director of OSD, Finance Manager and staff for the significant work involved.

The board adopted the Waterford and Wexford Education and Training Board Draft Annual Financial Statements 2020, Statement on Internal Control and Letter of Representation and the signature of associated documents by the Chairperson and Chief Executive.

Proposed: Cllr. Pat Nugent; Seconded Cllr. Lola O'Sullivan.

300321.07 CORRESPONDENCE

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

- (a) **Allied Hub Wexford and Units 218 and 219 IDA Waterford Ind. Estate** (300321.08(c) also refers):
Department of Further and Higher Education, Research, Innovation and Science sanction for property leases (subject to capital funding being agreed and in place) to enter leases for FET Programmes at Allied Hub Wexford and Units 218 and 219 IDA Waterford Ind. Estate.
The CE referred to similar correspondence from SOLAS brought to the attention of the Board at the previous Board meeting and he explained that approval is required by the Board at this stage also in advance of the final confirmation regarding funding. This was adopted by the Board: Proposed Cllr. Mary Farrell; Seconded Cllr. Mary Ryan.
- (b) **Letter of Engagement from Office of the Comptroller and Auditor General** was noted setting out the basis for the conduct of the financial audit in relation to Waterford and Wexford Education and Training Board's Annual Financial Statements 2020.

300321.08 GOVERNANCE (300321.16 also refers)

The following Audit and Risk and Finance Committee reports were circulated to the Board and noted.

- (a) **Audit and Risk Committee:**
 - (i) *Report to the Board of meeting held 15th March*; (item 300321.06(b) also refers)
 - (ii) *Annual Report 2020 to Waterford and Wexford Education and Training Board.*
- (b) **Finance Committee: Board Report March 2021** (report of three meetings which took place 20th January 2021 (governance training for Finance Committee Members), 17th February and 24th March 2021. (Item 300321.06 also refers)

A request for comments and/or feedback from the Board in relation to the Finance Committee and Audit and Risk Committee reports submitted to Board meetings was made by Cllrs. Pat Nugent and Lola O'Sullivan on behalf of both Committees. The Chairperson confirmed that she will be meeting with the Chairs of both the Finance and Audit and Risk Committees in the next few days where she would convey her appreciation to the Members of both Committees whose work is noted. The CE and Executive are also available to attend meetings if/as required.

- (c) **Approval/Renewal of Leases** (Item 300321.07(a) and 300321.16(1) also refers)

- (d) **Notification of name changes: Enniscorthy Vocational College and Gorey PLC.**

The CE gave the basis and implications for name changes across the organisation. He responded to query from Mr. Senan Lillis and clarified the terminology relating to designated and non-designated community colleges and Board of Management models and confirmed that the school's name is reflective of the type being developed and recommended by ETBI thereby ensuring a consistency of approach across the country. The Director of Schools outlined the motivation and historic reasons for colleges altering their names.

The Director of FET gave details on strategic and operational elements of the name change for Gorey PLC, which is managed by Enniscorthy Vocational College, which will better reflect the status of this education provision in the longer term.

The following Changes to Name were noted by the Board: Enniscorthy Vocational College now *Enniscorthy Community College* and Gorey PLC now *Gorey Institute of Further Education*.

- (e) **Apprenticeship Scholarships**

The renewal of this initiative which was introduced in 2019 to support the expansion in the number of female apprentices who successfully achieve entry to craft apprenticeships (*trades include Carpentry and Joinery, Electrical, Electrical Instrumentation, Mechanical Automation and Maintenance Fitting (MAMF) Motor and Mechanic Plumbing*). Application is open to female students registered in ETB Schools and Centres satisfying the criteria.

The proposal was adopted: Proposed Cllr. Leonard Kelly; Seconded Ms. Sandra Fogarty.

300321.09 MEMBERSHIP TO BOARD OF MANAGEMENT

The Board appointed parent representative nominees **Mr. Alan Walsh** and **Ms. Andrea Watters** to the *Youthreach Board of Management*: Proposed Cllr. Pat Nugent; Seconded Mr. Senan Lillis.

300321.10 CHIEF EXECUTIVE'S REPORT

- (a) The **Chief Executive's Report** was circulated for information. The CE and Directors gave an account for their respective areas and questions were responded to. Some of the items highlighted included:

Strategic Development Update

- Launch of Staff Intranet – Staff Hub which will allow all 1,700 staff access; he thanked all involved for their work on this facility.
- Virtual visits by the Minister for Further and Higher Education, Research, Innovation and Science to Dungarvan College-Coláiste Dhún Garbhán Programme between the College and a local Pharmaceutical Company and visit to Enniscorthy nZEB project were welcomed and engaging.

Further Education and Training (FET)

- Professional Learning and Development activity continuing.
- Access and Disability list of activities, developments and future projects.
- Essential Skills Programme – Adult Literacy Service Fact Sheet.
- Inaugural Statutory Review – programme of work and various elements are progressing and a further update to be available to the Board by the summer.

Schools

- Schools reopened successfully in line with the national phased reopening schedule.
- Response Plans were updated as required.
- Guidelines on state examinations circulated and planning for oral interviews and music practical performance tests. Cllr. Lola O'Sullivan acknowledged the work of the Language and Management Teams on behalf of the Board.
- Schools were reminded to ensure their Codes of Behaviour were up-to-date.
- Numerous school based activities happening throughout the organisation as set out in CE's report.

Organisation Support and Development (OSD)

- *Music Generation Wexford*: Programmes to continue in line with the school re-opening phase.
- Mini Maestros online interactive early years Programme: currently engaging with Gorey Youth Needs families to explore how programmes may work for communities.
- Barrow Song Lab – song-writing online workshop for teenagers in collaboration with Waterford Music Generation.
- Instruments – 800 Glockenspiels available in Wexford for distribution to schools. The Wexford and Waterford Music Development Co-ordinators were acknowledged for their innovations.
- *Music Generation Waterford*: Harp Ensemble collaboration with Music Generation Clare Harp ensemble underway.
- Waterford 2021 New Traditional Music Collection. Other areas wishing to work with traditional music, such as Wexford, will have the opportunity to engage in the future.
- Ukulele online course for young ukulele players across Waterford City and County. In response to a request for a breakdown of Waterford's specific locations of the programme the Director of OSD explained that it is based on where the support emerges from but it may be investigated in other areas if there is a need. The programme relies on principals, available space, and county councils engaging and the support of the Programmes to date is appreciated and additional Councillors becoming involved would be welcomed or even supporting the programmes on social media; she thanked Cllr. Eddie Mulligan and other members for their support of the programmes in this regard.

- **Buildings:**

- (i) **Wexford Town Post-Primary School**

The initial Design Team meeting was held for the shared post-primary and primary school project where management representatives of the two schools, WWETB and Educate Together attended. Cllr. Leonard Kelly welcomed the progress on this project. The CE gave a brief overview of the procedure in relation to review of designs in response to Cllr. Leonard Kelly's question which involves the Executive primarily and interaction with principals, senior management and the Design Team and he explained the relevant consultations through the various Stages of a project, which, to a large extent are Design Team led supported by WWETB staff and the Department of Education Planning and Building Unit.

- (ii) **Roof issues – St. Declan's Community College**

Cllr. Pat Nugent requested update on the proposed building programme and highlighted previous issues with roofs in the hope that that they would not be repeated in any new buildings.

The CE advised that the formal submission for a new school building is almost complete and has been flagged to Department of Education officials. In relation to the roofing issues a recurrence in a new build is less likely due to new and improved modern building practices and WWETB are reviewing maintenance programmes throughout the organisation to manage any on-going issues.

- **Staff Intranet Site**

The Director of OSD agreed to circulate the link to again to staff following a request by Ms. Sandra Fogarty – this repository of information will be updated on an ongoing basis.

- (b) **Update on Coronavirus/COVID-19**

A brief verbal presentation was made on the present status by the Chief Executive and Directors. The Response Management Team and other management groups continue to meet effectively and cascade the various updates and guidance notes as appropriate. The 'Return to Learning' is being managed and monitored carefully.

300321.11 POLICY

Corporate Procurement Plan – Deferred to a later meeting.

300321.12 BOARD/COMMITTEE REPORTS (including draft reports if not stated) (300321.16 (2) also refers)

The following reports were noted:

- (a) **Board of Management:**

- *Youthreach* Board of Management meeting 9th March 2021.

- (b) **Committee Reports:**

- *Youth Work Committee* meeting held 3rd March 2021.
 - *North Wexford Area Committee* meeting 1st February 2021.

- (c) **Area Committees:** It is intended for Chairpersons and Secretaries of the three Area Committees and the Board Chairperson to meet to review and develop the issues arising and to ensure the Committees are functioning as planned.

300321.13 ETBI (Education and Training Boards Ireland) (300321.16(3) also refers)

The following were circulated to Board for information:

- (a) **ETBI Brief No. 01/2021:** Further Education and Training: COVID-19 Services Response Update.

- (b) **ETBI Brief No. 02/2021:** Apprentice & Learner Payments Project – Wave II, Youthreach and VTOS.

- (c) *ETBI Reserve Members Forum*: Cllr. Kathleen Codd-Nolan gave a verbal report of the last meeting held where items discussed included information on a Digital Library, a brief from the General Secretary on Covid-19/return to school, details of a meeting held with the Minister for Further and Higher Education, Research, Innovation and Science and feedback on ETBI 3 Year Strategy.

300321.13 CIRCULAR LETTERS: Department of Education (300321.16(4) also refers)

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

The following Circular Letters were adopted: Proposed Cllr. Lola O’Sullivan ; Seconded Cllr. Eddie Mulligan.

- (a) *0017/2021*: Revision of Grant Rates in 2021 for Boards of Management of Recognised Primary Schools or by ETBs in Community National Schools using Ancillary Services Grant funding.
- (b) *0016/2021*: Prescribed Material for the Junior Cycle Examination in 2023 and Leaving Certificate Examination in 2023.
- (c) *0015/2021*: Update to the Teacher Fee Refund Scheme – Prioritisation of Funding.

300321.14 PRESS RELEASES: Department of Education (300321.16 (5) also refers)

{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) 19 March, 2021 - Minister for Education Norma Foley TD and the Teaching Council announce publication of School Placement Working Group report and action plan.
- (b) 17 March, 2021 - Minister Foley welcomes positive evaluation of Gaeltacht e-Hub Pilot Project.
- (c) 15 March, 2021 - Minister Foley welcomes C&AG Report on Financial Governance and Reporting in ETBs.
- (d) 09 March, 2021 - Minister Foley announces opening of Leaving Certificate 2021 Candidate Portal from Wednesday 10 March until Tuesday 16 March to enable students to register for Examinations and Accredited Grades.
- (e) 01 March, 2021 - Minister Foley announces new measures to tackle educational disadvantage.
- (f) 23 February, 2021 - Ministers Foley and Madigan welcome the phased return of in-school teaching and learning for students commencing Monday, 1 March.

300321.15 PRESS RELEASES: Dept. of Further and Higher Education, Research, Innovation and Science

{available: https://www.gov.ie/en/search/?type=press_releases&organisation=department-of-higher-education-innovation-and-science} (300321.16(6) also refers). The following Press Releases were brought to the attention of the Board and noted:

- (a) 16 March 2021: Minister Harris launches new COVID-19 information campaign for students and young adults.
- (b) 16 March 2021: Minister Harris marks application for 3,000th apprentice under Apprenticeship Incentivisation Scheme.
- (c) 12 March 2021: Minister Harris urges people to have their say on Review of the Student Grant Scheme.
- (d) 11 March 2021: Ministers Harris and O’Gorman announce further changes for students living in direct provision.
- (e) 8 March 2021: Ministers Harris and Collins launch department's three-year strategy.
- (f) 1 March 2021: Taoiseach and Minister Harris launch Science Foundation Ireland’s new five year strategy – “Shaping Our Future”.
- (g) 1 March 2021: Minister Harris launches 8 week campaign to help educate students and staff to deal with disclosures of sexual harassment and violence.
- (h) 26 February 2021: Over 1.5 million people view one stop shop for skills and training advice - Ministers Harris and Collins.

300321.16 ADDENDUM

(1) Governance (Item 300321.08(c) above refers). Request for approval for the sale of property at **No. 66 O'Connell St., Waterford** (former Youthreach Premises).

A summary of the proposal was circulated to the Board and the Corporate Services Manager outlined details of the property history which was vacated in 2018 when Youthreach Waterford moved to No. 64 O'Connell Street Waterford. In the intervening time attempts have been made to identify other uses for the property which was viewed by other bodies and a number of discussions were held with Waterford City and County Council. However it was deemed by them to be unsuitable for their needs and costly to repair - circa €250,000 was quoted to renovate the building to a suitable standard. He also gave the approximate valuation received at that time for the building.

As a preliminary step it is therefore proposed to dispose of the property on the open market in line with relevant regulation and guidelines including Department of Public Expenditure and Reform Circulars and, if agreed, proceed to the next step of the process.

Cllr. Eddie Mulligan as a member of the Steering Committee of the Waterford Cultural Quarter was involved in various discussions at Steering Committee level and no indications were given that the building would be placed for sale. Cllr. Mulligan proposed that *"the Waterford and Wexford Education and Training Board would re-engage with the Steering Committee of the Cultural Quarter before a final decision to sell is made"* and he offered to act as Liaison. He added that funding has been approved for the re-generation of that area and the Viking Triangle and the cost to renovate appears nominal compared to the overall development funding available to the City and believes that WWETB could play a role in the future regeneration of the area and therefore proposed re-engagement with the Cultural Committee.

Cllr. Frank Quinlan seconded the proposal which would afford an opportunity for the Board to engage and collaborate with the Cultural Committee on this building.

The Director of FET informed the meeting that WWETB previously engaged with Waterford City and County Council who inspected the premises on a number of occasions and carried out a Condition Report and subsequently indicated that they would not be interested in acquiring the building. The condition of the building was poor when examined by WWETB Engineers in 2017 also and considered no longer suitable to run programmes (due to no disability access, lift and safety concerns) which is why WWETB moved to alternative premises.

The CE suggested that if the Board were prepared to sanction the request to sell and if Cllrs. Mulligan and Quinlan wish to assist and engage with the Waterford City and County Council and if a proposal emerges in the interim, then the sale of the vacant building may be put before members to be withdrawn at the May Board meeting. The building has been vacant since August 2018, is in danger of going into further disrepair; however this provides an opportunity should the building be of benefit to the local community in the planned development of the city centre and/or any areas that are being developed as a cultural quarter.

It was agreed that Cllr. Eddie Mulligan would follow up in the interim with Cllr. Frank Quinlan and liaise with the Waterford City and County Council as suggested for engagement with the Cultural Quarter Steering Committee.

It was resolved by the members to dispose of the property on the open market in line with relevant regulation and guidelines including Department of Public Expenditure and Reform Circulars subject to confirmation at the May Board meeting: Adopted - Proposed: Cllr. Lola O'Sullivan, Seconded Cllr. Pat Nugent.

- (2) **Board/Committee Reports** (including Draft Reports) (300321.12 also refers)
The following Board of Management Reports were noted:
- (a) *Kilnamanagh Community National School* – Draft minutes dated 22nd March 2021 including associated Policies; Draft minutes dated 19th January 2021 (first meeting of newly convened Board).
 - (b) *Bunclody Vocational College* - Draft Minutes of meeting held 23rd March 2021.
- (3) **ETBI (Education and Training Boards Ireland)** (300321.13 also refers)
ETBI Brief No. 03/2021: CL0019/2021- Staffing Arrangements in Primary Schools and Transfer/Redeployment of Surplus CNS Teachers was circulated to the Board for information.
- (4) **CIRCULAR LETTERS: Department of Education** (300321.13 also refers)
{available: <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/>}
The following Circular Letters were adopted: Proposed Ms. Mary Ryan; Seconded Cllr. Kathleen Codd-Nolan.
- (a) *0019/2021: Staffing arrangements in Primary Schools for the 2021/22 school year.*
 - (b) *0018/2021: Standardised Testing and Other Matters 2020/2021 Academic Year 2020/21 and Subsequent Years.*
- (5) **PRESS RELEASES: Department of Education** (300321.14 also refers)
{available: <https://www.education.ie/en/Press-Events/>} The following Press Releases were brought to the attention of the Board and noted:
- (a) 25 March, 2021 - Minister Foley announces additional supports for schools to support the running of Leaving Certificate Examinations and Accredited Grades process.
 - (b) 24 March, 2021 – Statement by Minister for Education Norma Foley TD on State Examinations Commission Supplementary Guidance on the conduct of Leaving Certificate and Leaving Certificate Applied Oral Examinations.
- (6) **PRESS RELEASES: Department of Further and Higher Education, Research, Innovation and Science**
{available: https://www.gov.ie/en/search/?type=press_releases&organisation=department-of-higher-education-innovation-and-science} (300321.15 also refers). The following Press Releases were brought to the attention of the Board and noted:
- (a) 29 March 2021: Minister Harris and Minister Collins announce funding for Further Education and Training sector.
 - (b) 26 March 2021: Minister Harris and Minister Collins announce €20 million capital funding to expand apprenticeship provision across further and higher education.
 - (c) 25 March 2021: Minister Harris welcomes new agreement between Ireland and France in the Culinary Arts, Hotel and Tourism sector.
 - (d) 25 March 2021: Commissioner Gabriel and Minister Harris launch €95 billion European Research and Innovation Programme .
 - (e) 22 March 2021: Ministers Harris and Collins launch Regional Skills Information Campaign.
 - (f) 22 March 2021: Minister Harris announces €5.2 million to support Science Foundation Ireland Discover Programme
 - (g) 22 March 2021: Ministers Harris and Collins launch Regional Skills Information Campaign

300321.17 A.O.B.

- (a) *Presentation Topics:*

The CE referred to recent presentations at board meetings and invited the members, in an attempt to assist and inform on WWETB matters, if they wished to suggest issues or topics they would be interested in hearing more about and discussing. The Chairperson promoted this opportunity for the members to discuss or obtain information about any item of interest to WWETB. Cllr. Lola O’Sullivan suggested concentrating on a particular area of directorships as a potential topic on an on-going basis.

(b) **Board of Management Training:**

In response to update request from Cllr. Mary Farrell, the Director of Schools confirmed that the board of management training is imminent and almost finalised. The Director is conscious of a number of new board members and structures and gave reasons for the delay with training relating to reducing the original amount of time being spent on training to a more manageable amount. The current plan is to run general training and then concentrate on more specific topics at a shorter session, e.g., given by the principal at a board of management meeting. The ETBI Handbook for Post-Primary Schools is being finalised at ETBI level.

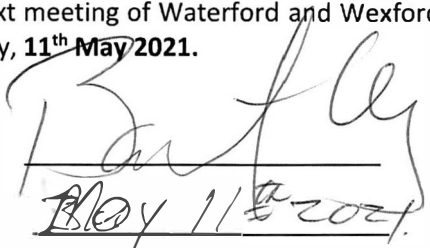
(c) **Thanks:** The Chairperson thanked the Board for their commitment and the staff and students on their return to the classroom at this difficult time and wished everyone a happy Easter. There being no further business the meeting closed.

300321.178 DATE OF NEXT MEETING

The next meeting of Waterford and Wexford Education and Training Board is scheduled to take place on Tuesday, **11th May 2021.**

Signed:

Date:

Handwritten signature in blue ink over a horizontal line, and the date 'May 11th 2021' written below it.

Documents circulated:

Agenda
Conflict of Interest Declaration Forms
Minutes of WWETB meeting held 23rd February 2021
Annual Account documents: AFS, SIC, Letter of Representation
Summary of request to sell property
Finance Committee Board Report 21 March 2021
Audit and Risk Committee Report of meeting held 15/03/21
Audit and Risk Committee Annual Report 2020
Information on Apprenticeship Scholarship Programme
Chief Executive's Report
Youth Work Committee Report of meeting held 3/3/21
North Wexford Area Committee meeting Report of meeting held 1/2/21
ETBI Briefs Nos. 01 - 03/2021