

Waterford and Wexford Education and Training Board

MINUTES

WWETB Meeting No. 2/2 held 6th March 2018

*Held at the Ferrycarrig Hotel, Wexford.
6th March 2018 at 4.40p.m.*

Waterford and Wexford Education and Training Board
Minutes of Meeting (2) held Tuesday 6th March 2018

Board Members in attendance: *Cllr. Jim Moore Chairperson presiding, Cllr. Michael J. O’Ryan, Deputy Chairperson, Cllr. Kathleen Codd-Nolan, Mr. Geoffrey Collins, Mr. David Doyle, Mr. John Evoy, Cllr. Mary Farrell, Ms. Nessa Murphy, Cllr. Pat Nugent, Cllr. Fionntán Ó’Súilleabháin, Cllr. Mary Roche, Cllr. Lola O’Sullivan, Ms. Mary Ryan, Ms. Finola Walsh.*

Also in attendance: *Mr. Kevin Lewis, Chief Executive, Ms. Eilís Leddy, Director of Schools/Education Officer; Mr. Michael O’Brien, Innovation and Development Manager, Mr. Owen O’Mahony, Finance Manager.*

Apologies: *Cllr. Malcolm Byrne, Cllr. Ger Carthy, Cllr. Tom Cronin, Cllr. Barbara-Anne Murphy, Ms. Áine Uí Fhoghlú, Mr. John Wall, Mr. Mark Fitzgerald, Mr. Ken Whyte, Director of FET.*

060318.01 CONDOLENCES

The Board extended sympathy to the following:

- ~ Ms. Jean Rawson on the death of her father Mr. Seamus (Shay) Larkin;
- ~ The family of Mr. Kieran Lyons (former CEO of City of Waterford VEC);
- ~ Ms. Anne Hayden Berry on the death of her father Mr. Patrick Hayden;
- ~ Mr. Eugene Power (former Principal St. Declan’s Community College) on the death of his father Mr. Richard Power;
- ~ Ms. Mary Fitzgerald on the death of her father Mr. Dermot Fitzgerald;
- ~ The family of Mr. Nioclás Mac Craith – Founder and former Principal of Meánscoil San Nioclás, Rinn Ó gCuanach;
- ~ Mrs. Kathleen Fanning on the death of her husband of Mr. James Fanning – first Caretaker at St. Paul’s Community College.

060318.02 CONGRATULATIONS

Congratulations were extended to the following:

- (a) Ardmore on their success in the the All Ireland Junior Club Hurling Final;
- (b) Best wishes to St. Declan’s, Kilmacthomas in the All Ireland ‘C’ Senior Football Colleges match;
- (c) Dr. Karina Daly, Director of OSD on the birth of her daughter Cassie;
- (d) *Storm Emma*: Thanks to staff, local services and everyone who assisted in ensuring the safety of individuals and premises during and following the recent Status Red Weather Warning.
- (e) *Post Graduate Certificate in 21st Century Teaching and Learning*: The Principal and Teachers from St. Paul’s Community College on their achievement;
- (f) *Retirement*: Mr. Michael Devereux former Teacher at Enniscorthy Vocational College on his retirement. A Presentation (re-scheduled) to Mr. Devereux was made before this meeting to mark the occasion.
- (g) *Michael Sweetman Education Trust*: Two Students from Youthreach Dungarvan and two students from Enniscorthy Vocational College who were awarded places in the group of twenty four students which formed the Michael Sweetman Education Trust Team and took part in EUROSCOLA in the European Parliament from 23rd to 26th January, 2018. It was noted that the highest number of places were awarded to Waterford and Wexford ETB.

060318.03 MINUTES

- (a) The Minutes of Waterford and Wexford Education and Training Board Meeting held on the 9th January 2018 were adopted; Proposed by Cllr. Lola O’Sullivan and Seconded by Cllr. Pat Nugent.
- (b) The CE advised the Board that Minutes of Waterford and Wexford Education and Training Board Meetings would be published on the website, commencing with the January 2018 minutes; this follows the Secretary General of the Department of Education and Skills’ commitment in relation to the publishing of minutes by ETBs.
- (c) *Matters arising – update*
The Chairperson confirmed that a response has been issued to the Secretary General of the Department of Education and Skills Mr. Seán Ó Foghlú in relation to correspondence received advising of the statutory deadline of the 1st April 2018 for submission of 2017 Accounts.

060318.04 FINANCE

- (a) **Finance Summary:** Waterford and Wexford ETB Financial Situation at the end of January 2018: *Summary of Receipts and Payment* balances was circulated to the Board and the Finance Officer outlined the Report to the Board.
- (b) **Audit of WWETB Financial Statements 2017:** Correspondence received from the Office of the Comptroller and Auditor General setting out the basis on conduct of audit with no significant changes in the nature of the engagement from last year.

The Finance Officer reported that the 2017 Annual Financial Accounts are well underway with Draft Financial Statements almost complete for presentation to the Finance Committee. The CE thanked the Finance Officer and staff for their efforts and commitment and encouraged Board Members who serve on the Audit and Finance Committees to attend the next meetings which are critical in ensuring the statutory April 1st deadline for the submission of accounts is met.

- (c) Notification from the Department of Education and Skills to proceed with the Publication of Waterford and Wexford ETB Annual Reports: (a) for 18 month period ended 31st December 2014, (b) 31st December 2015 and (c) 31st December 2016 in accordance with Section 28(3) of the Education and Training Boards Act 2013.
- (d) Notification from the Department of Education and Skills to proceed with the Publication of Waterford and Wexford ETB Annual Accounts for year ended 2016 in accordance with Section 7(6) of the Comptroller and Auditor General Act 1993.
- (e) Annual Letter of Determination in respect of year ending 31st December 2018 issued by the Department of Education and Skills received which includes a request to prepare a Service Plan and details on Grant Provision. The CE outlined contents of correspondence and responded to questions. He noted that completion of the Service Plan was dependent on agreeing a financial allocation with SOLAS for 2018.

060318.05 CORRESPONDENCE

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

- (a) Acknowledgement Letter from Dr. Katherine Zappone, T.D. Minister for Children and Youth Affairs regarding Local Youth Club Equipment Scheme.

- (b) Letter from Department of Education and Skills in relation to General Data Protection Regulation (GDPR), Law Enforcement Directive (LED) and Data Protection Bill 2017 and advising that GDPR Regulation 2016/679 and LED 2016/680 will take effect across the EU on 25th May 2018.
The CE gave an overview of the Regulations which sets data protection standards for the processing of personal data and responsibility of ETBS, individually, to be compliant with the new arrangements. A general discussion took place on implications and appropriate recording of data and the need to strike a balance, for example with reporting of various meetings such as Board of Management and Committee meetings.
- (c) Letter of appreciation from Cllr. Tony Dempsey on the Board's recent expression of sympathy on the death of his brother.
- (d) Technological Universities Bill 2015: Response from ETBI regarding campaign on behalf of ETBs in respect of revised membership on Governing Bodies was brought to attention of the Board. The CE also raised the issue with Ms. Mary Mitchell O'Connor, T.D., Minister of State for Higher Education.

060318.06 GOVERNANCE

- (a) **Statement of Strategy 2018-2022:** The Draft Statement of Strategy was circulated to the Board including a further breakdown of the Actions and Priorities. The CE explained the format and content of the two documents.

The first Document listed five Strategic Goals relating to the: *(1) Provision of high quality education and training programmes to our students and learners; (2) Development of Organisation Services; (3) Our People; (4) Fostering lasting Partnerships and Collaborations; and (5) Develop Effective Internal and External Communication.* Proposed Timelines for consultation were also set out. The second document detailed a further breakdown of Actions to support the particular Priority relating to the relevant Goal. It was noted that significant consultation and work has already taken place on the document and the Chairperson invited questions from the Board.

The Board discussed the Draft Statement referring to goals, resources and deliverables and were provided with further information. It was generally believed that five goals was realistic relative to available resources. Achievements to date such as the Pobail Ceoil 'In Harmony' concert on the 21st March, production of banner, newspaper articles and photographs and staff Newsletter were referred to. Other initiatives outlined included Marketing of Apprenticeships, Training Centre Open Day, award ceremonies and advertising on radio and cinema. The importance of brand recognition and suitable marketing of the organisation WWETB was also highlighted.

The Board were satisfied with the clarity and conciseness of the document and felt most elements have been covered. A further draft will be available to the Board at the Special Meeting on the 27th March 2018 for consideration. The Chairperson encouraged Members to revert with feedback.

060318.07 CHIEF EXECUTIVE'S REPORT *including Strategic Development and Integration*

Process Update: The CE's Report was circulated to the Board for information and the Managers in attendance presented their respective reports and updates and responded to matters raised. Some items highlighted included:

Outdoor Education and Training Centre: a Proposal at Carrigfoyle, Forth Mountain (in collaboration with Wexford County Council) has been submitted to the Department of Education and Skills;

Quality Qualifications Ireland: Engagement has taken place with QQI regarding Quality Improvement Plan;

Education and Skills Sub-Committee: engagement continues with Waterford and Wexford's LCDC Committees; both local authorities were acknowledged for their assistance during the red weather alert.

Education/Schools

In Harmony Concert: The Director of Schools/Education Officer extended an invitation to the Board to attend the 'In Harmony' Concert in the National Opera House on the 21st March 2018;

Teacher shortages: The Director of Schools/Education Officer advised the Board that the teacher shortage issue is worsening both in the recruitment of teachers and in the availability/release of teachers for examination corrections and short to medium term action is required.

Child Protection Training: Training for Chairs and Members of Boards of Management is scheduled for 14th March 2018.

Section 29 Appeals: a large number of appeals have been lodged, to date nine, for students on a waiting list due to full capacity at St. Declan's Community College, Kilmacthomas. The Director of Schools/Education Officer thanked those who served on the Appeals Committee but the availability of Board Members is proving problematic. It was suggested to develop an additional Panel with appropriate expertise to sit on Section 29 Appeal Boards at the next meeting; Cllr. Michael J. O'Ryan and Cllr. Mary Farrell volunteered to sit on S29 Appeal Boards if required.

FET

YTEC: The Manager of Waterford Youth Training and Education Centre Mr. Martin Stockdale has retired and Mr. Matt Doran has been appointed as his replacement.

VTOS/Youthreach: Terms of Reference for presentation to the Board in the Addendum section.

FET Service Plan: In preparation for incorporation into the WWETB Annual Service Plan.

Innovation and Development

NZEB: It is intended to draft the National Skills Specification for a number of trades including for Basic NZEB Awareness. An Advisory Group has been set up and will meet on the 13th March and includes representatives from the Department of Communications, Climate Action and Environment, SEAI, NCCA and three Institutes of Technology at Carlow, Waterford and Limerick; Mosart who are experts in this area have been awarded a tender to assist in the development of specifications.

Fablab: Wexford County Council, the Local Community Development Committee and RAPID were acknowledged for their assistance with the establishment of 3D Design and manufacture in Ennisorthy. In response to query on location it is envisaged that other centres and satellite locations would be established in due course. The Board welcomed the initiative.

060318.08 POLICY

Policy for making Protected Disclosures by Staff of Waterford and Wexford ETB: The Board agreed to temporary change of Protected Disclosures Officer to Mr. Owen O'Mahony, Finance Officer.

060318.09 COMMITTEES

Board of Management Reports

The following Board of Management Reports were noted:

- (a) Coláiste Chathail Naofa held on the 28th November + 11th December 2017, 9th January 2018;
- (b) Bridgetown College held on the 13th December 2017, 29th November 2017;
- (c) Selskar College held on the 16th January 2018, 8th November 2017;
- (d) Enniscorthy Vocational College held on the 4th December 2017;
- (e) Waterford College of Further Education held on the 7th December 2017;
- (f) VTOS Board of Management meeting held on the 22nd May 2017;

Area Committee Minutes

The following Area Committee minutes were circulated and noted:

- (g) Waterford City and Tramore Area Committee meeting held 18th May 2017;
- (h) West and mid Waterford Area Committee meeting held 6th November 2017;
- (i) North Wexford Area Committee Meeting held on the 23rd October 2017;
- (j) **Summary of Issues:** Area Committee Reports
An Area Committee Summary was circulated setting out Topics, date the issue was raised and outcome. A number of Topics outlined have now been closed. Attempts have been made to hold South Wexford Area Committee meetings but a quorum could not be achieved. The Director of Schools/Education Officer clarified in relation to the issues of securing substitute teachers and teacher shortages in certain subject areas.

Youth Committee

- (k) Minutes of Youth Work Committee meeting held on the 1st November 2017 were circulated and noted.
- (l) Nomination to Youth Work Committee (following resignation of Cllr. Lola O'Sullivan):
Mr. Geoff Collins was appointed to the Youth Work Committee; Proposed Cllr. Mary Roche, and Seconded by Mr. John Evoy.

Ramsgrange Community School - Board of Management:

- (m) Nomination to the Board of Management. The Chairperson informed the Board that the current nominee is unable to take on the role and the nomination would be progressed for the next meeting. **Ms. Mary Ryan** agreed to be put forward for consideration and was appointed to the Board of Management of Ramsgrange Community School; Proposed by Cllr. Kathleen Codd Nolan, Seconded Cllr. Mary Farrell.

060318.10 ETBI

- (a) Report from ETBI Reserve Members Forum: Cllr. Kathleen Codd-Nolan gave a report on the meeting which was held on the 14th December 2017.
Cllr. Kathleen Codd-Nolan informed the Board that the General Secretary Mr. Michael Moriarty would be retiring at the end of April and the position has been advertised.

Mr. John Evoy advised the Board that the General Secretary had received an award for Further Education and the Board proposed that a letter of congratulations is sent to Mr. Moriarty on his retirement and his recent award for services to Further Education.

060318.11 CIRCULAR LETTERS

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

- (a) 0003/2018: Leadership and Management in Post-Primary Schools. This circular sets out a leadership and management framework for posts in recognised post primary schools.
- (b) 0004/2018: Post-Graduate Diploma Programme of continuing Professional Development for Special Education Teachers – 2018/2019;
- (c) 0005/2018: Graduate Certificate in the Education of Pupils on the Autism Spectrum (AS) for teachers working with Pupils on the AS in Special Schools, Special Classes or as special Education Teachers in mainstream Primary and Post-Primary Schools 2018/2019;
- (d) 0006/2018: Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism Spectrum Disorder);
- (e) 0009/2018: Approved Allocation of Teaching Posts 2018/2019 School Year – Education and Training Boards;
- (f) 0011/2018: Grant Scheme for ICT Equipment for 2017/2018 School Year;
- (g) 0013/2018: Religious instruction and worship in certain second level schools in the context of Article 44.2.4 of the Constitution of Ireland and Section 30 of the Education Act 1998. The content of circular was explained and the Board discussed the issue.
The circulars (a) to (g) were adopted, Proposed: Cllr. Mary Roche, Seconded Cllr. Mary Farrell, with reservations expressed in relation to (g) 0013/2018.
- (h) The Board requested a direct link to Circulars:
<https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/>

060318.12 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) 23 February, 2018 – Minister Bruton announces first schools to study P.E. as Leaving Certificate subject;
- (b) 19 February, 2018 - Minister Bruton publishes Circular setting out new arrangements for children who do not want to participate in Religious Instruction or worship at school;
- (c) 12 February, 2018 - Arts & Creativity in the Classroom, Minister Bruton & Minister Madigan launch Creative Schools;
- (d) 07 February, 2018 - Government Launches Action Plan for Education 2018;
- (e) 06 February, 2018 - Minister Bruton launches new Internet Safety Resource for Schools;
- (f) 05 February, 2018 - Minister Bruton Launches Chief Inspector's Report;
- (g) 05 February, 2018 - Minister Bruton Starts Internet Safety Week by Investing €30m in ICT Equipment for Schools ;
- (h) 24 January, 2018 - Minister Mitchell O'Connor successfully steers the Technological Universities' Bill through the Dáil last night;
- (i) 22 January, 2018 - Minister Bruton conducts review of Career Guidance;

- (j) 16 January, 2018 - Minister Bruton announces changes to Support Leaders in our Schools ;
- (k) 15 January, 2018 - Statement by Department of Education and Skills in relation to liquidation of Carillion.

060318.13 ADDENDUM

An Addendum was circulated to the Board.

1 GOVERNANCE

The following Terms of Reference were circulated and adopted; Proposed Cllr. Mary Roche, Seconded Cllr. Mary Farrell:

- (a) *WWETB VTOS Committee*: Terms of Reference.
- (b) *WWETB Youthreach Committee*: Terms of Reference.

2 PRESS RELEASES: Department of Education and Skills

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

- (a) 03 March 2018: Statement from the Department of Education and Skills – Storm Emma;
- (b) 28 February 2018: Statement from the Department of Education and Skills: Schools and severe weather – All schools, third level institutions and colleges of further education will be closed Thursday and Friday;
- (c) 27 February 2018: Minister Bruton publishes preliminary enrolments in Primary and Post-primary schools – The Department of Education and Skills today published preliminary enrolments in Primary and Post Primary Schools;
- (d) 23 February 2018: Minister Bruton announces first schools to study P.E. as Leaving Certificate Subject;

3 AOB

- (a) *Waterford College Street Campus, Waterford Institute of Technology*: In response to request for update from Mr. John Evoy the CE confirmed that a meeting is scheduled to take place with Waterford Institute of Technology - more information at the next meeting.
- (b) *Conference/Meeting Room Facilities*: In response to query from Cllr. Michael J. O’Ryan regarding the possibility of accommodation for meetings at Ardavan Head Office. It was advised as likely that later in the year boardroom facilities would be available in Ardavan.
- (c) *Special Meeting*: Board Members were encouraged to attend the Special Meeting scheduled for 27th March 2017.

Signed:

Date:


