

Waterford and Wexford Education and Training Board

MINUTES

WWETB SPECIAL MEETING held 27th March 2018

*Held at Waterford Training Centre, Waterford
27th March 2018 at 4.30p.m.*

Waterford and Wexford Education and Training Board
MINUTES OF SPECIAL MEETING HELD TUESDAY 27TH MARCH 2018

Board Members in attendance: *Cllr. Jim Moore Chairperson presiding, Cllr. Michael J. O’Ryan, Deputy Chairperson, Cllr. Malcolm Byrne, Cllr. Kathleen Codd-Nolan, Mr. Geoffrey Collins, Mr. David Doyle, Mr. Mark Fitzgerald, Cllr. Barbara-Anne Murphy, Ms. Nessa Murphy, Cllr. Pat Nugent, Cllr. Mary Roche, Cllr. Lola O’Sullivan.*

Also in attendance: *Mr. Kevin Lewis, Chief Executive, Mr. Ken Whyte Director of FET, Mr. Owen O’Mahony, Finance Manager, Ms. Therese Ennis, Administrative Officer, Procurement Administration.*

Apologies: *Cllr. Ger Carthy, Cllr. Tom Cronin, Mr. John Evoy, Cllr. Mary Farrell, Cllr. Fionntán Ó’Súilleabháin, Ms. Mary Ryan, Ms. Áine Uí Fhoghlú, Mr. John Wall, Ms. Finola Walsh, Ms. Eilís Leddy, Director of Schools/Education Officer, Mr. Michael O’Brien, Innovation and Development Manager.*

270318.01 FINANCE

- (a) Audit Committee Report of meeting held on the 8th March 2018 was outlined to the Board;
- (b) Finance Committee Report of meeting held on the 14th March 2018 was outlined to the Board.
- (c) **WWETB Financial Statements and associated documents for the year ended 31st December 2017 (V15):** The Draft Annual Accounts (V15) 2017 and draft documents consisting of the Statement of System of Internal Control, Statement to the Minister as per Paragraph 19 of the Code of Practice for the Governance of ETBs and Letter of Representation was circulated to the Board. The background to the submission of accounts in accordance with legislation by April 1st deadline was outlined.

The Finance Officer Mr. Owen O’Mahony distributed a Presentation to the Board which gave an overview of the Financial Statement Approval Process, the Financial Information System and Accounting Policies and 2017 Financial Statement Information and outlined steps involved. The Finance Officer briefed the Board on the processes involved and explained the figures which he emphasised were in draft form and subject to amendment during audit by the Comptroller and Auditor General.

The Draft Annual Accounts 2017 (V15) as reviewed and recommended by the Finance Committee were adopted; Proposed Cllr. Pat Nugent, Seconded Cllr. Michael J. O’Ryan. The Statement of Internal Control and accompanying documents as reviewed and recommended by the Audit Committee were adopted; Proposed Cllr. Pat Nugent, Seconded Cllr. Malcolm Byrne. The Finance Officer, Staff, Audit and Finance Committees were thanked for their assistance and attendance at meetings.

270318.02 GOVERNANCE

- (a) **Draft Statement of Strategy 2018-2022:** Draft Statement of Strategy, Goals, Priorities and Actions was distributed to the Board. The document sets out Strategic Goals 1-5 with Strategic Priorities. Each Strategic Priority was further broken down into Strategic Actions. Further consultation will take place and questionnaires inviting feedback on final draft to be circulated in due course.

The CE gave an overview of the Statement of Strategy to date explaining priorities and actions and responded to questions from the Board. The Board reviewed the Plan and implementation, deliverables and monitoring of the Strategy was discussed. Cllr. Lola O'Sullivan suggested holding a special meeting once a year to review the Plan. The Board were satisfied with the Statement of Strategy to date and the final Draft Statement will be presented to the Board at the next meeting of Waterford and Wexford ETB on the 8th May 2018.

270318.03 POLICY

- (a) **WWETB Procurement Policy** and document setting out the Main Differences between the existing and new Policy was circulated. The document has been developed by the ETBI Procurement Network Procurement Policy Working Group and approved by the CE Forum. The Procurement Policy was explained and the CE advised that challenges exist in the area of Aggregation. An Appendix to the Policy including aggregation of procurement was agreed to be covered at the next WWETB Meeting. The CE invited Ms. Therese Ennis who is leading the Procurement Team to outline the Policy to the Board.

Ms. Therese Ennis gave an overview and highlighted various sections of the document. She referred to the 'Main differences' document and clarified matters for the Board. Some members highlighted difficulties experienced at school level when an emergency situation arises and the challenge in obtaining appropriate goods and services immediately. The Board discussed policy and value for money and their preference in some cases to be in a position to access local suppliers as opposed to national suppliers which can be time consuming and not always appropriate to the particular need at the time. A panel of approved suppliers was suggested and Ms. Therese Ennis to review the existing Maintenance Panel in this regard.

The WWETB Procurement Policy was adopted; Proposed by Cllr. Lola O'Sullivan and Seconded by Cllr. Mary Roche.

270318.04 AOB

- (a) In Harmony Concert: Ms. Nessa Murphy congratulated all involved on a very successful and enjoyable show and extended her appreciation for her invitation.
- (b) Cllr. Michael J. O'Ryan extended best wishes to St. Declan's, Kilmacthomas in the All Ireland Senior Football Colleges Final.

Signed:

Date:


